



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for Converter Licenses

May 2, 2017

About the eLICENSING User Guide for Converter Licenses

This User Guide describes converter licenses and how to apply for one using the eLICENSING system. Your organization (business entity or yourself) must be registered for an eLICENSING account to get the appropriate credentials to log in and use eLICENSING.

Prerequisite information (such as how to register and log into the eLICENSING system) is explained in the eLICENSING Quick Start Guide, which you should read before applying for a license.

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1 Converter Licenses

A person or business entity must have a converter license to assemble, install or affix a body, cab or special equipment to a chassis prior to the retail sale of a vehicle, or to substantially add to, subtract from or modify a previously assembled or manufactured motor vehicle unless the resulting vehicle is a motor home, ambulance or fire-fighting vehicle.

Converter licensees cannot sell converted **new** motor vehicles directly to the retail public, including cities and municipalities. Only a franchised dealer for the underlying chassis of the converted vehicle may sell the vehicle to retail customers.

1.1 License Term

Converter licenses are generally issued for terms of 2 years and can be renewed for subsequent 2-year terms.

1.2 License and Metal Dealer License Plate Fees

You must pay the license, plate, and processing fees in the eLICENSING system (although you may notice that Texas.gov actually handles the payment).

1.2.1 Converter License Fees

The fee for a converter license is \$750, plus \$200 for each representative

1.2.2 Metal Converter License

Metal Converter's License Plates (Converter's Plates) may be used only by the converter or the converter's employees on unregistered vehicles to:

- Demonstrate the vehicle, or cause the vehicle to be demonstrated, to a prospective buyer who is a franchised motor vehicle dealer or an employee of a franchised motor vehicle dealer
- Convey the vehicle or cause the vehicle to be conveyed from one of the converter's places of business in this state:
 - To another of the converter's places of business in this state

- From the converter's place of business to a place where the vehicle is to be assembled, repaired, reconditioned, modified or serviced
- From the state line or a location in this state where the vehicle is unloaded to the converter's place of business
- From the converter's place of business to a place of business of a franchised motor vehicle dealer
- To road test the vehicle

Converter's Plates may be displayed only on the type of vehicle that the converter is engaged in the business of assembling or modifying. Converter's Plates are attached to the rear license plate holder of vehicles. These plates expire on the same day as the converter's license.

When an unregistered new motor vehicle is sold to a converter, the selling dealer must remove the dealer's temporary tag. The selling dealer may attach a buyer's temporary tag to that vehicle or the purchasing converter may display a converter's temporary tag that vehicle.

A converter must maintain a record of each Converter Plate issued to that converter that contains:

- Assigned metal plate number
- Year and make of the vehicle to which the metal plate is affixed
- Vehicle identification number (VIN)
- Name of the person in control of the vehicle

The converter's record must be available at the converter's location during normal working hours for review by a representative of the department. Converter metal plates that cannot be accounted for will be voided in the dealer's record and reported as missing to the department within three days of the date that the discovery is made. After a plate is reported as missing it is no longer valid.

A converter may issue converter temporary tags only. Dealers and converters are required by law to have Internet access at their place of business to connect to the temporary tag database.

1.2.3 Forms of Payment Accepted in eLICENSING

You can use a credit card or electronic check (eCheck) to pay your fees. In addition to the application fees, different convenience processing fees are charged when paying by



credit or debit card or when paying by electronic check (eCheck) transactions. These fees are based on the amount of purchase and are displayed on the Payment page.

1.3 Converter License Numbers

The converter license numbers are numeric strings without any letter designations.

1.4 Converter Licensee Information

A converter uses a representative to promote the sale of converted vehicles to Texas dealers on their behalf. The representative must be licensed by the TxDMV to perform this service.

A converter may also hold a manufacturer license or a GDN License, but not both.

A converter may also hold a manufacturer license or a franchised dealer license, but not both.

Neither converters nor their representatives are allowed to sell the new motor vehicles they convert directly to Texas consumers.

Only dealers that are franchised and licensed for the underlying chassis of the converted vehicle are allowed to sell converted vehicles to Texas consumers.

If a converted new motor vehicle is sold through a bid process, a franchised dealer licensed for the underlying chassis line-make must be listed on the bid as the seller.

Once the conversion is complete, the vehicle can only be sold by a Texas motor vehicle franchised dealer licensed for the underlying chassis line-make.

The franchised dealer must charge the customer for the entire purchase price of the vehicle, including the conversion package, obtain payment for the entire purchase price, and perform the titling work on the complete vehicle. How the converter is paid for the conversion package and conversion work is between the converter and the franchised dealer.

1.5 Gathering Appropriate Information for the Converter License Application

You must have the following information to complete your converter license application:

- The filing number with the Texas Secretary of State when the business entity registered (SOS number)
- The employer identification number (EIN) of the business or the owner social security number
- The numbers of previous GDN licenses the individuals or business entity may possess or have possessed in the past
- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?

* County * State * Court

* Sentence or Action imposed by court(example- six months in Travis County Jail):

* Describe the events and circumstances that lead to the charge.

- Files containing scanned copies of official documents containing the:
 - Assumed Name Certificate issued by the County Clerk or Secretary of State
 - Driver licenses (or passport, official identification cards, and so on) of owners
 - Brochures and product specifications of products and services offered
 - Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable).

2 Applying for a Converter License

The converter license application has several web pages that require applicants to type in information and make selections. Depending on the information entered and the selections made, the applicant will be required to upload files containing the related documents when prompted or on the Attachments Page.

IMPORTANT: All of the answers and requirements to obtain the dealer license must be kept in place for the entire term of the license. For example, you cannot answer in the affirmative that the dealership has a permanent sign and then remove the sign once the application is approved.

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Your Saved License Applications on page 49.

2.1 Getting Started

Before you can begin, you must be registered in eLICENSING with an organization account and at least one user account who is referred to as the eLICENSING Administrator. For registration and account information, refer to the eLICENSING Quick Start Guide.

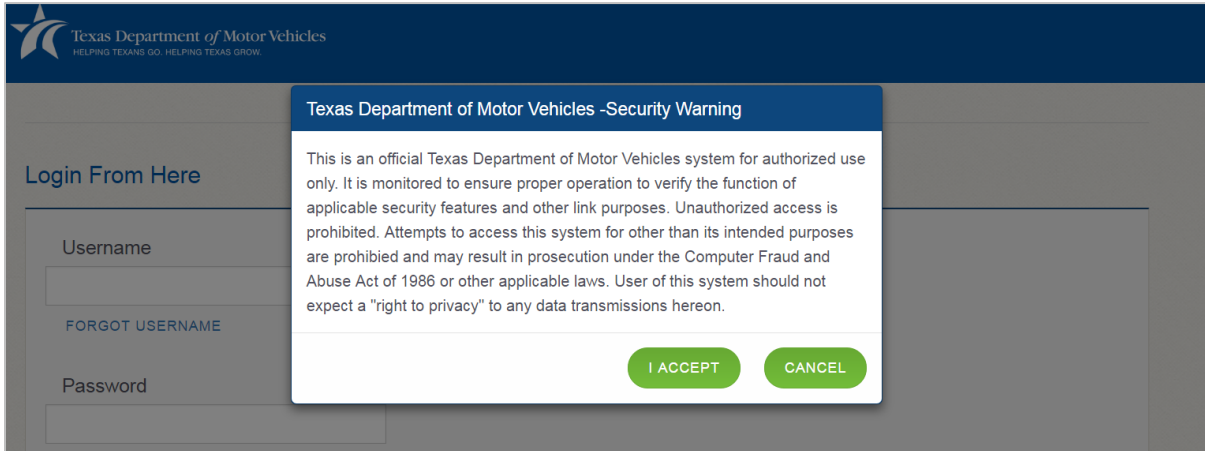
Note: If you/your company are existing TxDMV license holders and you are the eLICENSING administrator, you may already be registered. TxDMV eLICENSING will have sent you three (3) emails with your user name, password, and link to the eLICENSING login page.

To get started, you must log into your account in eLICENSING and then select your intent to apply for a new license, and associate your company with the license as an organization.

1. Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

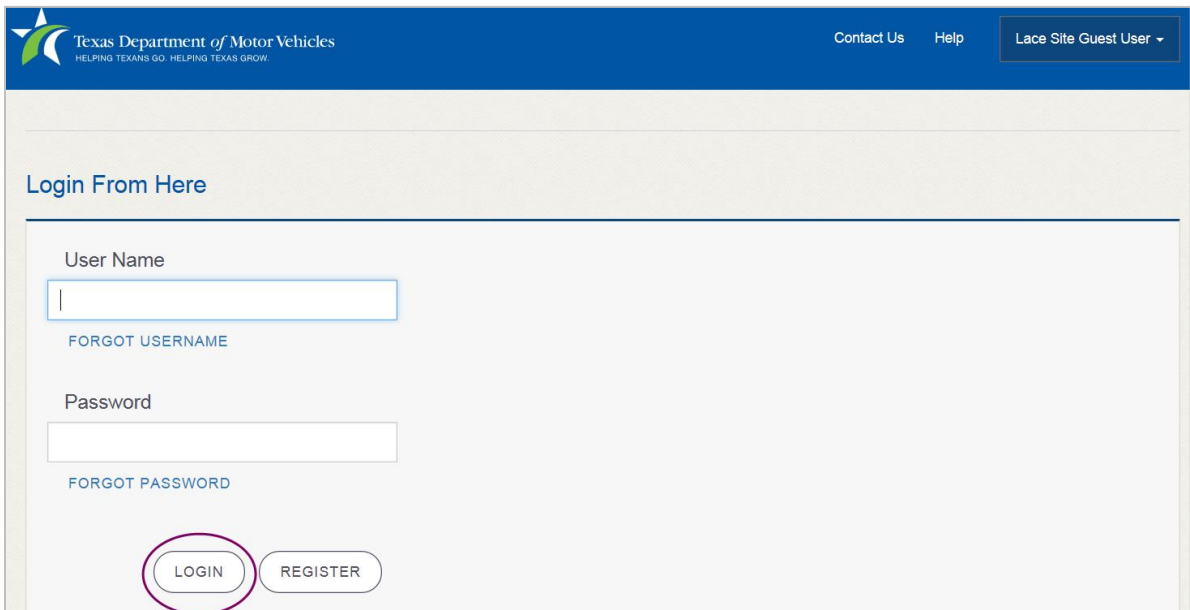
Note: You can also display the www.txdmv.gov/dealers page and click the  button to display the eLICENSING login page.

2. On the *Security Warning* popup, click the **I ACCEPT** button.



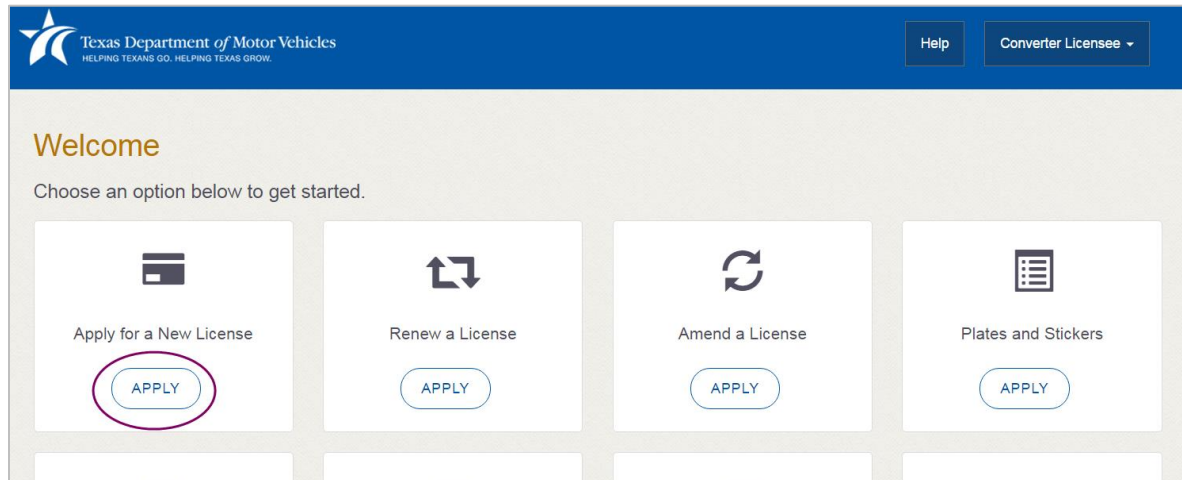
The screenshot shows the Texas Department of Motor Vehicles eLICENSING login page. A "Security Warning" popup is displayed in the center, stating: "This is an official Texas Department of Motor Vehicles system for authorized use only. It is monitored to ensure proper operation to verify the function of applicable security features and other link purposes. Unauthorized access is prohibited. Attempts to access this system for other than its intended purposes are prohibited and may result in prosecution under the Computer Fraud and Abuse Act of 1986 or other applicable laws. User of this system should not expect a 'right to privacy' to any data transmissions hereon." The popup has two buttons: "I ACCEPT" and "CANCEL". In the background, the login form is visible, including fields for "Username" and "Password", and a "FORGOT USERNAME" link.

3. On the *Login* page:
 - a. Type in your **User Name**.
 - b. Type in your **Password**.
 - c. Click the **LOGIN** button.

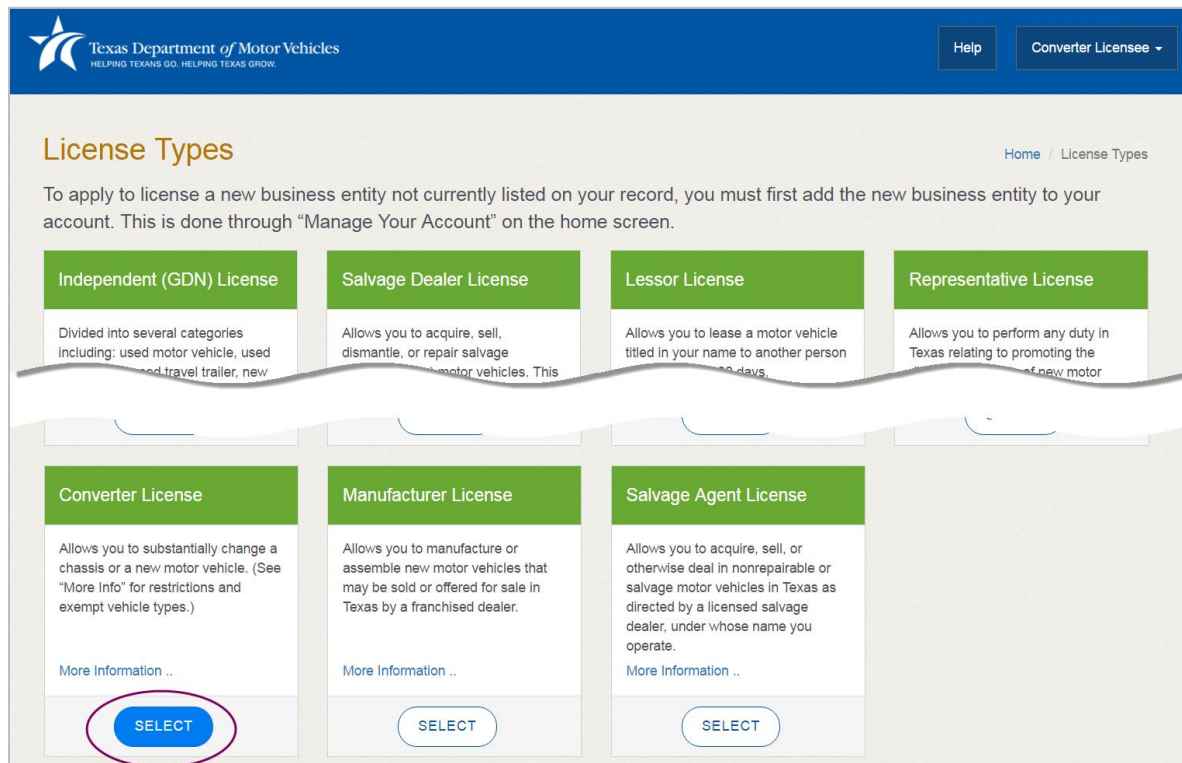


The screenshot shows the Texas Department of Motor Vehicles eLICENSING login page. The page has a blue header with the Texas Department of Motor Vehicles logo and the tagline "HELPING TEXANS GO. HELPING TEXAS GROW." On the right side of the header, there are links for "Contact Us" and "Help", and a dropdown menu for "Lace Site Guest User". The main content area is titled "Login From Here" and contains a login form. The form has two input fields: "User Name" and "Password". Below the "User Name" field is a link for "FORGOT USERNAME". Below the "Password" field is a link for "FORGOT PASSWORD". At the bottom of the form, there are two buttons: "LOGIN" and "REGISTER". The "LOGIN" button is circled in red.

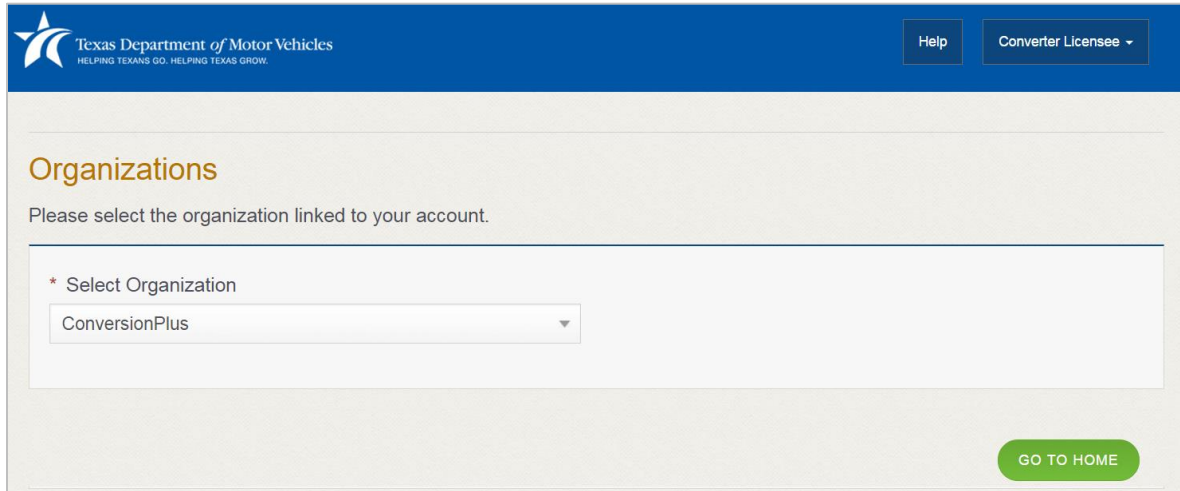
- On the *Welcome* page displayed after logging into the account, locate the **Apply for a New License** area and click the **APPLY** button.



- On the *License Type* page, locate the **Converter License** area and click its **SELECT** button.




6. On the *Organizations* page, select the organization name used to register this dealership and then click the **SAVE AND NEXT** button.



7. The *Possible Issues* popup displays warning you that you will need to have at least one Representative license before this application can be approved.

2.2 Contact Information

On the *Contacts* page, you will identify the people that Motor Vehicle Division (MVD) of TxDMV can contact for information about the license information, status, and daily operations of the dealership.



Texas Department of Motor Vehicles
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[Help](#)
[Converter Licensee ▾](#)

1
✓ Accounts

2
Contact Information

3
Application Reason

4
Application Details

5
Ownership

6
Questions

7
Attachments

8
Summary

9
E-sign

10
Payments

Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

Application Contact

* First Name

Middle Name

* Last Name

* Email

* Phone

License Contact

* First Name

Middle Name

* Last Name

* Email

* Phone

E-Tag Contact

☐ Same as Application Contact
☐ Same as License Contact

First Name

Middle Name

Last Name

Email

Phone

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND EXIT](#)
[SAVE AND NEXT](#)

1. For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who MVD can speak with about the details of the application and its status. Note that you can optionally change it.
2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and Consumer Relations Division (CRD) can speak with about

the licensing file and daily operations of the business. This person can also speak about the status of the application.

Note: The license contact may be a different person than the application contact who is handling the application details through the approval.

3. For **eTAG contact**, click one of the checkboxes to automatically fill in the name, email address, and telephone number (or type in a completely new information) for the person who MVD and CRD can speak with about the temporary tags issued to vehicle buyers.
4. Click the **SAVE AND NEXT** button to continue.

Note: You can update this contact information during the license term using the Change General License Information function.

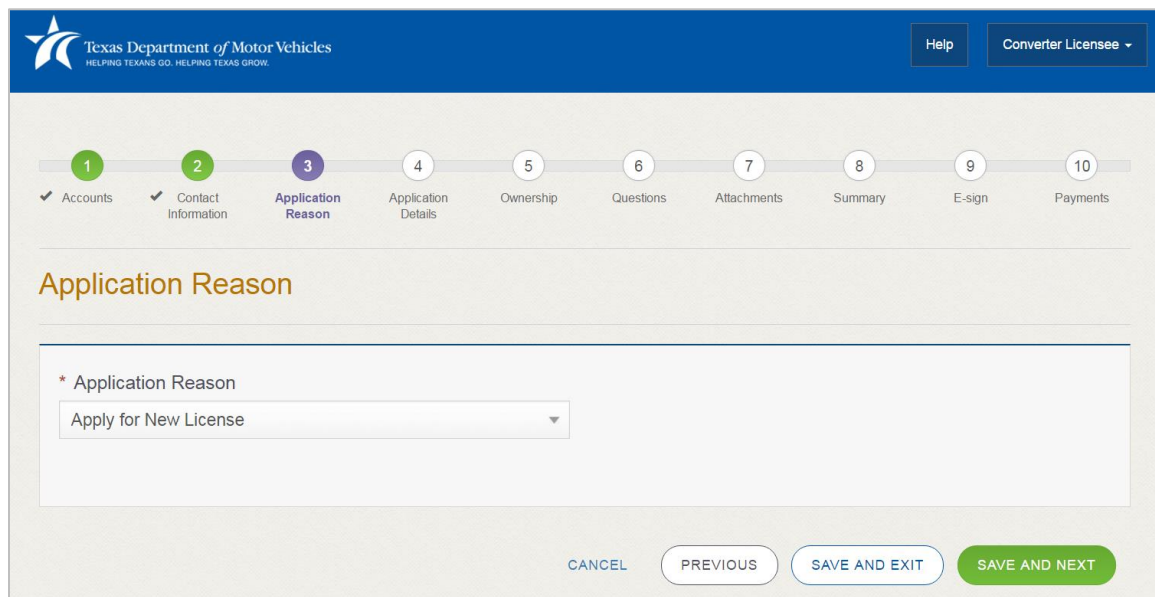
2.3 Application Reason

You are required to select a reason for this application from the following options:

- Apply for new license
- Entity change (such as changing from a sole proprietorship to a general partnership)
- Previous license was not renewed

On the *Application Reason* page:

1. From the dropdown, select the appropriate option.



2. If you selected the:

- **Apply for New License**, click the **SAVE AND NEXT** button and skip to the next section about the application details on page 12.
- **Entity Change** or **Previous License Not Renewed** options, for **License Association**, type in the existing license number or if you do not know this number:

Application Reason

* Application Reason

Relocation

License Association

Click on search button if you don't know license number

- Click the **SEARCH** button
- On the *License Search* popup, fill in the information you know and click the **SEARCH** button.

Search for license

License #	Business Name	DBA Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1	Address Line 2	
<input type="text"/>	<input type="text"/>	
City	Zip Code	
<input type="text"/>	<input type="text"/>	

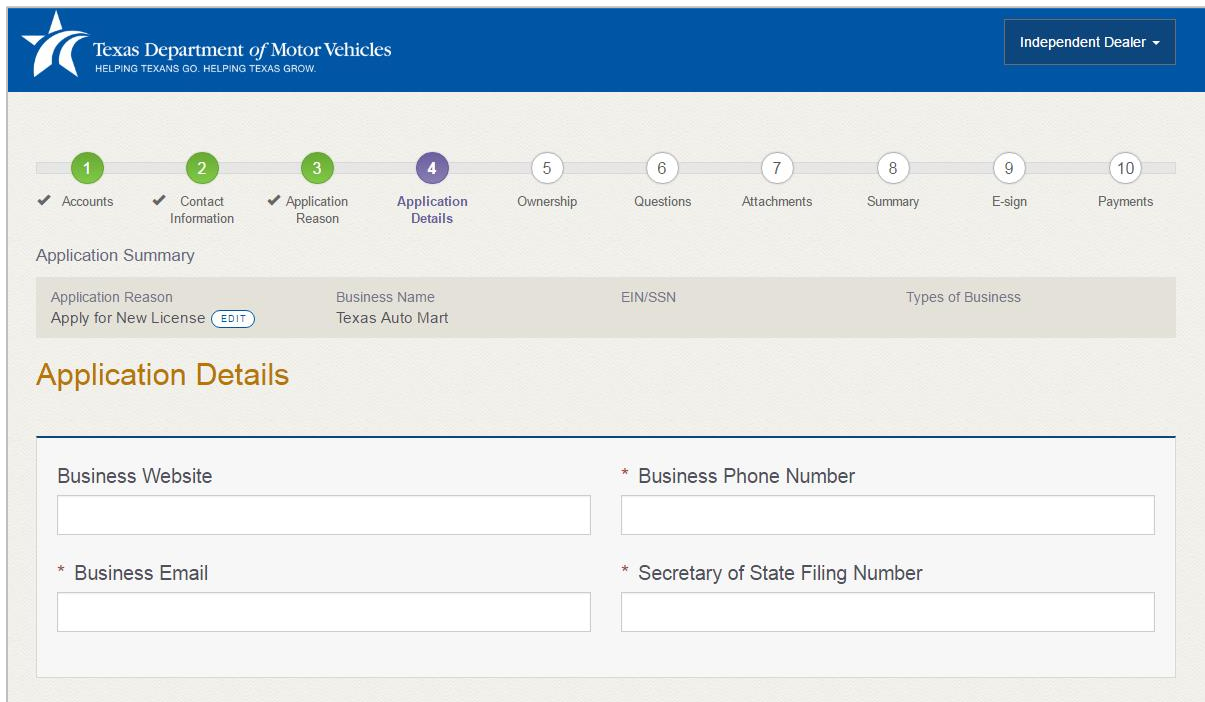
3. From the search results displayed, select the appropriate license.
4. Back on the *Application Reason* page, click the **SAVE AND NEXT** button.

2.4 Application Details

The Application Details information is spread across several web pages.

2.4.1 Business Information

On the top portion of the *Application Details* page:



Texas Department of Motor Vehicles
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Independent Dealer ▼

1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Application Summary

Application Reason: Apply for New License [EDIT](#) Business Name: Texas Auto Mart EIN/SSN: Types of Business:

Application Details

Business Website: * Business Phone Number:

* Business Email: * Secretary of State Filing Number:

1. For **Business Website**, optionally enter the web address (URL) of the conversion shop website that the public may view.
2. For **Business Phone Number**, type the business telephone at which telephone calls will be answered.

If the converter license holder shares their primary location with:

- Multiple other converter license holders, each license holder must have a separate telephone number and listing.
- Another business they own (same business name or DBA), the dealer can use the same telephone number and listing. For example, Pat Smith owns the

conversion shop AND a gas station. It is acceptable to use the same phone number for both.

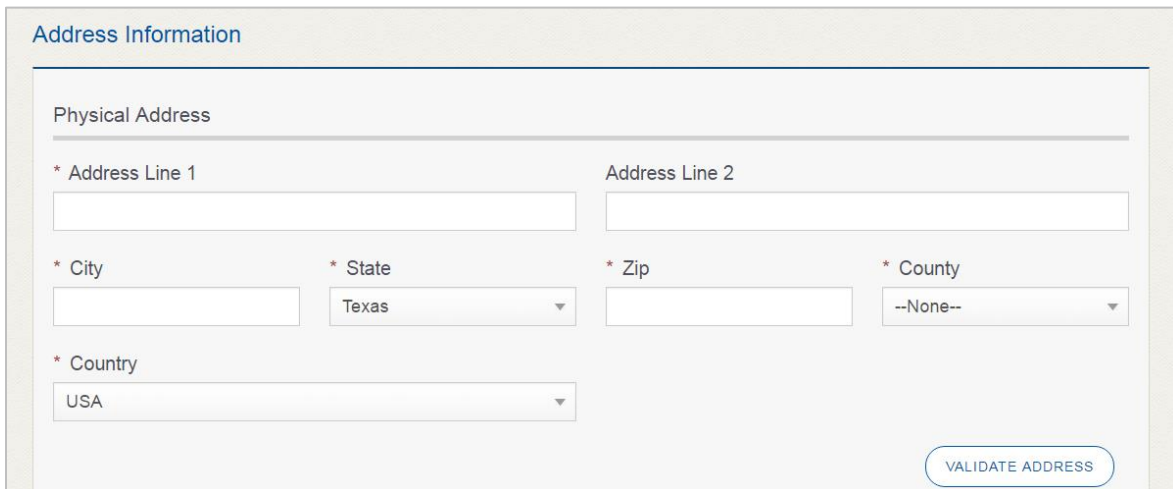
- Another business they do not own or has a separate DBA, the converter license holder must have a separate telephone number and listing. For example, Pat Smith owns the conversion shop but operates it within the same location as the gas station PSmith, Inc. The conversion shop must have its own separate number.
3. For **Business Email Address**, type the email address at which the business will receive emails.
 4. For **Secretary of State Filing Number**, (also known as the SOS number) type in the filing number issued by the Secretary of State when the conversion shop was established.

Note: If you do not know this information:

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the My Applications section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it open.
4. On the page displayed, click the **SAVE AND NEXT** button to display the page where you left off and then enter the appropriate information.

2.4.2 Physical Address (“The Licensed Location”)

On the next section of the page:



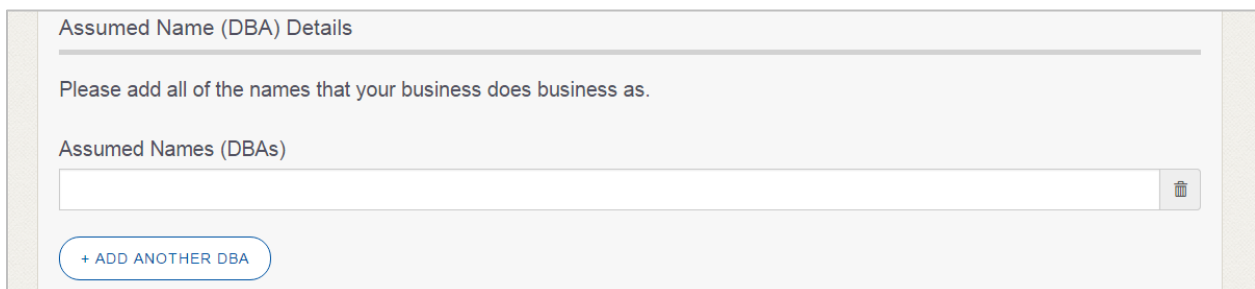
The screenshot shows a web form titled "Address Information". Inside the form, there is a section labeled "Physical Address". Below this label, there are two input fields for "Address Line 1" and "Address Line 2". Below these, there are four dropdown menus: "City", "State" (with "Texas" selected), "Zip", and "County" (with "--None--" selected). Below the "City" dropdown is another dropdown for "Country" with "USA" selected. At the bottom right of the form is a button labeled "VALIDATE ADDRESS".

1. For **Address Line 1**, type in the street number and name where the conversion shop will be located.
2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
3. For **City**, type in the name of the city.
4. For **State**, select the name of the state from the dropdown list.
5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
6. For **County**, select the name of the county from the dropdown list.
7. For **Country**, leave USA or select the appropriate option from the dropdown list.
8. Click the **VALIDATE ADDRESS** button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

2.4.3 Assumed Names (DBAs)

On the next section of the page, type in an assumed name under which the dealership will do business, if any. After entering the first Assumed Name, you can click the **ADD ANOTHER DBA** button to type in the next one.



The term **assumed name** is a name under which the business also operates in addition to the legal business name. This is also referred to as a DBA, which stands for “doing business as”.

The assumed name entered must exactly match the DBA as registered with the appropriate filing authority. The eLICENSING system will verify that the assumed name entered for LPs, LLPs, LLCs, and Corporations is registered with the Secretary of State.

For example, John Doe is sole proprietor of a business that John named Doe Auto Sales. John can put Doe Auto Sales on the sign outside the dealership but the legal business name is John Doe.

If the business is a Sole Proprietorship or a General Partnership that conducts business under an assumed name, you will provide proof of the Assumed Name Certificate by uploading (on the Attachments page) a file-stamped copy of the assumed name certificate filed with the **office of the county clerk** in the county where the dealership will be located.

For other business entities (LP, LLP, LLC, and Inc.), you will provide proof of Assumed Name Certificates by uploading (on the Attachments page) a file-stamped copy of the assumed name certificate filed with the Texas Secretary of State. Note that they do not need the certificate they filed with the county.

A dealer is not required to have an assumed name or DBA. It is rare, but the owner may choose to operate only under their legal business name. This means that the sole proprietor will apply as John Doe, put only “John Doe” on the business sign, the surety bond, and all legal documents. Any deviation from “John Doe” is considered an assumed name (DBA). If the dealer deviates at all from the business (legal) name, they are required to file an assumed name certificate with the office of the county clerk in the county in which the dealership is located and must upload their assumed name certificate into eLICENSING.

Reminder: The words “Lease” or “Leasing” cannot be used in a DBA unless licensed as a Lessor or Lease Facilitator or applying for the leasing license. Retail dealers cannot use the word “Wholesale” in their DBA.

2.4.4 Mailing Address

On the last section of the page:

Mailing Address

☐ Same As Physical

* Address Line 1

Address Line 2

* City

* State

Texas

* Zip

* County

--None--

* Country

USA

VALIDATE ADDRESS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

1. For **Address Line 1**, type in the street number and name where mail can be delivered.
2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
3. For **City**, type in the name of the city.
4. For **State**, select the name of the state from the dropdown list.
5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
6. For **County**, select the name of the county from the dropdown list.
7. For **Country**, leave USA or select the appropriate option from the dropdown list.
8. Click the **VALIDATE ADDRESS** button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

9. Click the **SAVE AND NEXT** button

2.4.5 Dealer Plates

On the *Dealer Plates* page, you can choose to order metal dealer plates and specify the number ordered.

The fee is \$40 per metal plate.

1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Dealer Plates

* Do you want to order metal dealer plates? --None--

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

If you select the:

- **NO** response, click the **SAVE AND NEXT** button to continue.
- **YES** response, type in the number of plates in the area displayed and then click the **SAVE AND NEXT** button.

2.4.6 Conversion Packages

1. On the *New Line-Makes* page, click **NEW CONVERSION PACKAGE**.

1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Conversion Packages

Provide the Conversion Package names by which applicant identifies the conversion package(s) installed on new motor vehicle and a detailed description of the modifications performed.

Conversion Package Name	Conversion Description	Page Actions
		+ NEW CONVERSION PACKAGE

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. On the *Conversion Package* page:

- For **Conversion Package Name**, type in the type of package available.
- For **Conversion Description**, type in a short overview of the package.
- Click the **ADD** button.
- Repeat these steps for each package being offered.
- Click the **SAVE AND NEXT** button.

2.4.7 Line-Makes

1. On the *New Line-Makes* page, click the **SEARCH** button to locate a Franchised Dealer.

2. On the popup:

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[Help](#)
[Converter Licensee ▾](#)

Account and Line-Make Details

Account Details

Dealer Name	License Number or Application Number	License Type or Application Type	Address	Action Type
1500 BARTON SPRINGS INC	D120373	Franchise	15700 I-35 Exit 220, Buda, Texas, 78610, Hays	SELECT
REAGOR-DYKES IMPORTS, L.P.	B119494	Franchise	6540 82nd Street, Lubbock, Texas, 79424, Lubbock	SELECT
ALDERSON ENTERPRISES LP	B114275	Franchise	5801 ANDREWS HIGHWAY, MIDLAND, Texas, 79706, Midland	SELECT
Maxwell Ford, Inc.	F103067	Franchise	5000 S I H 35, Austin, Texas, 78745-2442, Travis	SELECT
UNION MOTOR COMPANY, LLC	A108139	Franchise	843 Highway 90A, East Bernard, Texas, 77435, Wharton	SELECT
S K Y ACTION SPORTS INC	B130598	Franchise	202 HOLLEMAN DR E, COLLEGE STATION, Texas, 77840-3904, Brazos	SELECT
SONIC HOUSTON JLR LP	C8275	Franchise		SELECT
E T M S INC	A7690	Franchise	930 N Wheeler St, Jasper, Texas, 75951-3129, Jasper	SELECT
BAYTOWN POWERSPORTS INC	A7357	Franchise	12535 I-10 E, BAYTOWN, Texas, 77520, Chambers	SELECT
SCOGGIN-DICKEY CHEVROLET BUICK INC	E121469	Franchise	5901 Spur 327, Lubbock, Texas, 79424-2705, Lubbock	SELECT

« 1 2 3 4 5 »

Line-Make Details

Select	Dealer Name	License Number or Application Number	Line-Make	Vehicle Type Code
<input type="checkbox"/>	Maxwell Ford, Inc.	F103067	FORD	AA-Passenger Auto
<input type="checkbox"/>	Maxwell Ford, Inc.	F103067	FORD	LT-Light Truck

« 1 »

- In the **Accounts Details** section, click the **SELECT** button of the appropriate dealer.
- In the **Line-Make Details** section, click the checkbox of the appropriate option.
- Click the **ADD** button.
- Repeat the steps above to add each Franchised Dealer whose line-makes can be serviced.

3. Back on the *New Line-Makes* page, click the **SAVE AND NEXT** button.

Texas Department of Motor Vehicles
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Help Test Dealer ▾

1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Contact Information ✓ Application Reason Application Details Ownership Questions Attachments Summary E-sign Payments

New Line-Makes

Search for the Franchised Dealer to add a line-make. Repeat the search if needed to add line-make of other Franchised Dealers

Franchised Dealer Name

Selected Line-Makes:

Dealer Name	License Number or Application Number	Line-Makes	Vehicle Type Code	Remove
Testing 123456	A001529	TESTMNFI	AA-Passenger Auto	

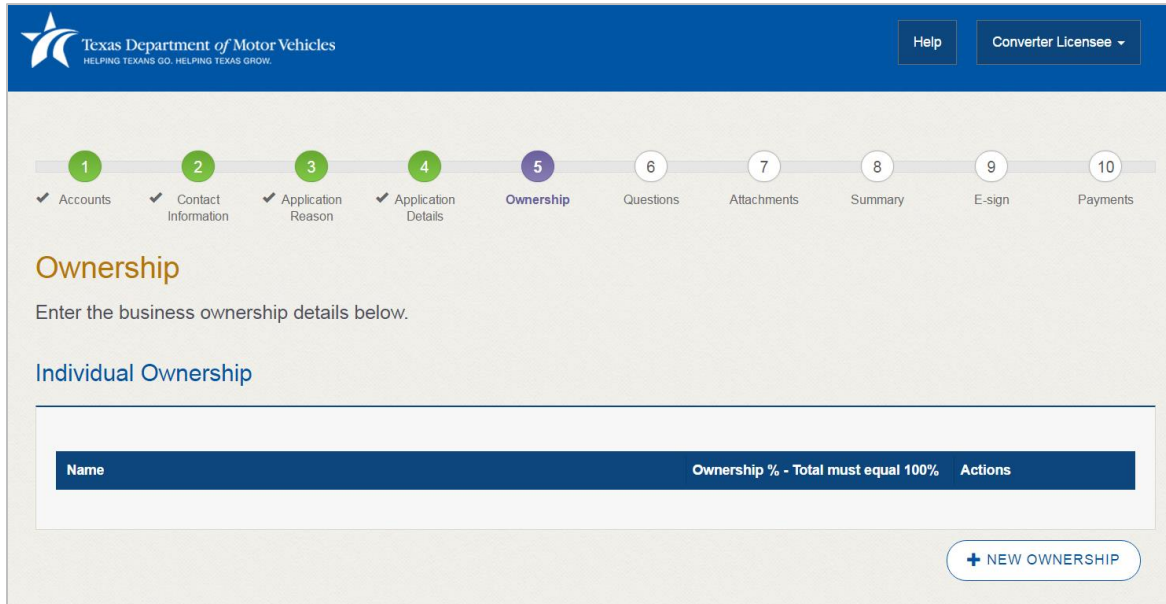
2.5 Ownership Information

The Ownership information is spread across several web pages.

2.5.1 Individual Ownership (Sole Proprietor/General Partnerships)

If the dealership is owned by one person or a general partnership, provide personal information about the sole proprietor or for both partners in a general partnership.

1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Individual Ownership** section.



2. On the *Individual Ownership* popup for a:

- Sole proprietorship:
 - a. For **First Name** and **Last Name**, type in the legal name of the proprietor.
 - b. For **Title**, select the job title the proprietor prefers from the drop-down.
 - c. For **Email**, type in the email address where the proprietor receives and responds to email messages.
 - d. For **SSN**, type in the 9 number Social Security Number issued to the proprietor.
 - e. For **Date of Birth**, select the date from the calendar or type in the mm/dd/yyyy (two-letter month designator/two numbers representing the day/four numbers of the year).
 - f. For **Driver License State**, select the appropriate state from the drop-down.
 - g. For **Driver License Number**, type in the string of letters and numbers of the driver license.
 - h. For **Driver License Expiration Date**, select the appropriate date from the calendar or type in the dd/mm/yyyy.

Note: A copy of the driver's license is requested on the Attachments page.

 - i. For **Ownership %**, type in **100%**.
 - j. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.

- General partnership:
 - a. Click the **NEW OWNERSHIP** button.
 - b. For the first partner, type in the information as described in steps a-h.
 - c. For **Ownership %**, type in the appropriate amount.
 - d. Click the **ADD** button.
 - e. Click the **NEW OWNERSHIP** button again (under the **Individual Ownership** section).
 - f. For each additional partner, type in the information as described in the steps above.
 - g. For **Ownership %**, type in the appropriate amount to make the total 100%.
 - h. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.

2.5.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the dealership, you must enter the legal business details, including management information, and disclose whether the business is a non-profit or publicly traded entity.

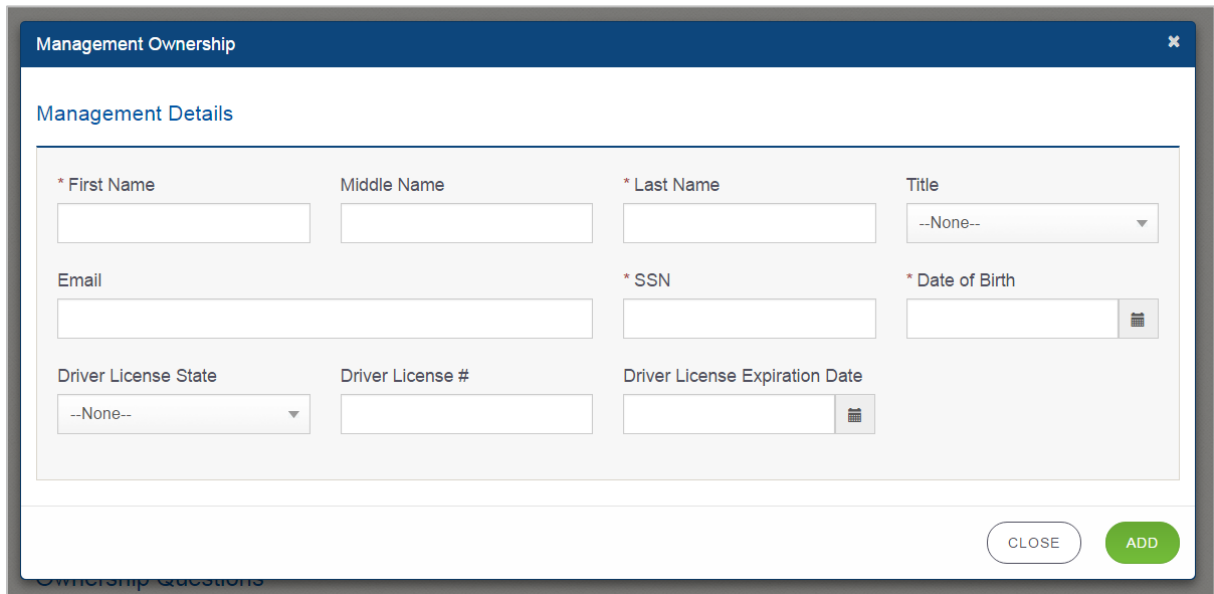
Only direct ownership of the business entity is required. If direct ownership is held by another business entity, you do not need to list that other business entity's ownership.

1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Business Ownership** section.
2. On the *Business Ownership* popup:
 - a. For **Business Name**, type in the legal name of the business entity.
 - b. For **Business EIN**, type in the employee identification number issued by the government for the business.
 - c. For **Ownership %**, type in the percentage that this company owns.
 - d. For **Is it Non Profit**, select the appropriate option.
 - e. For **Is it Publicly Traded**, select the appropriate option.
 - f. Click the **ADD** button.
 - g. To add another business entity, repeat step 1 and 2 above.
3. When finished, continue to the **Ownership Questions** section on the page.

2.5.3 Management

You are required to fill out information in the Business Management section if the dealer is a corporate entity that is owned by another corporate entity or if the entity is publicly traded on the stock market (officer and director information).

1. On the Ownership page, click the **NEW MANAGEMENT** button under the **Management Ownership** section.
2. On the *Management Details* popup:



The screenshot shows a 'Management Ownership' popup window with a 'Management Details' section. The form contains the following fields:

- * First Name**: Text input field.
- Middle Name**: Text input field.
- * Last Name**: Text input field.
- Title**: Dropdown menu with '--None--' selected.
- Email**: Text input field.
- * SSN**: Text input field.
- * Date of Birth**: Date picker field.
- Driver License State**: Dropdown menu with '--None--' selected.
- Driver License #**: Text input field.
- Driver License Expiration Date**: Date picker field.

At the bottom right of the popup are two buttons: 'CLOSE' and 'ADD'.

- a. For **First Name** and **Last Name**, type in the legal name of the manager or corporate officer.
- b. For **Title**, select the job title of this management person.
- c. For **Email**, type in the email address where the management person receives and responds to email messages.
- d. For **SSN**, type in the string of 9 numbers of the Social Security Number issued to the management person.
- e. For **Driver License State**, select the state where the license was issued.
- f. For **Driver License Number**, type in the number string valid for the license.
- g. For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.
- h. Click the **ADD** button.
- i. Repeat the steps above for each management or director.

3. When you are finished, continue with the **Ownership Questions** section.

2.5.4 Ownership Questions

On the lower half of the *Ownership* page, answer a series of questions about past or present criminal history of anyone listed as an owner, officer, director, partner, trustee, or other person acting in a representative capacity for you or the license holder.

A warning displays to alert you that submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension, and that a person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

Ownership Questions

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?	--None--
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?	--None--
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out of state, or federal jurisdiction?	--None--
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is currently the subject of a pending court martial under the Uniform Code of Military Justice?	--None--


CANCELPREVIOUSSAVE AND EXITSAVE AND NEXT

If you answer:

- **No**, continue to the *Questions* page.
- **Yes** to any of the questions, the *Criminal History* page displays.

2.5.5 Criminal History

1. If the *Criminal History* page displays, for the first name shown, click the **ADD** button.


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[Converter Licensee ▾](#)

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9

10

✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

Ownership

Questions

Attachments

Summary

E-sign

Payments

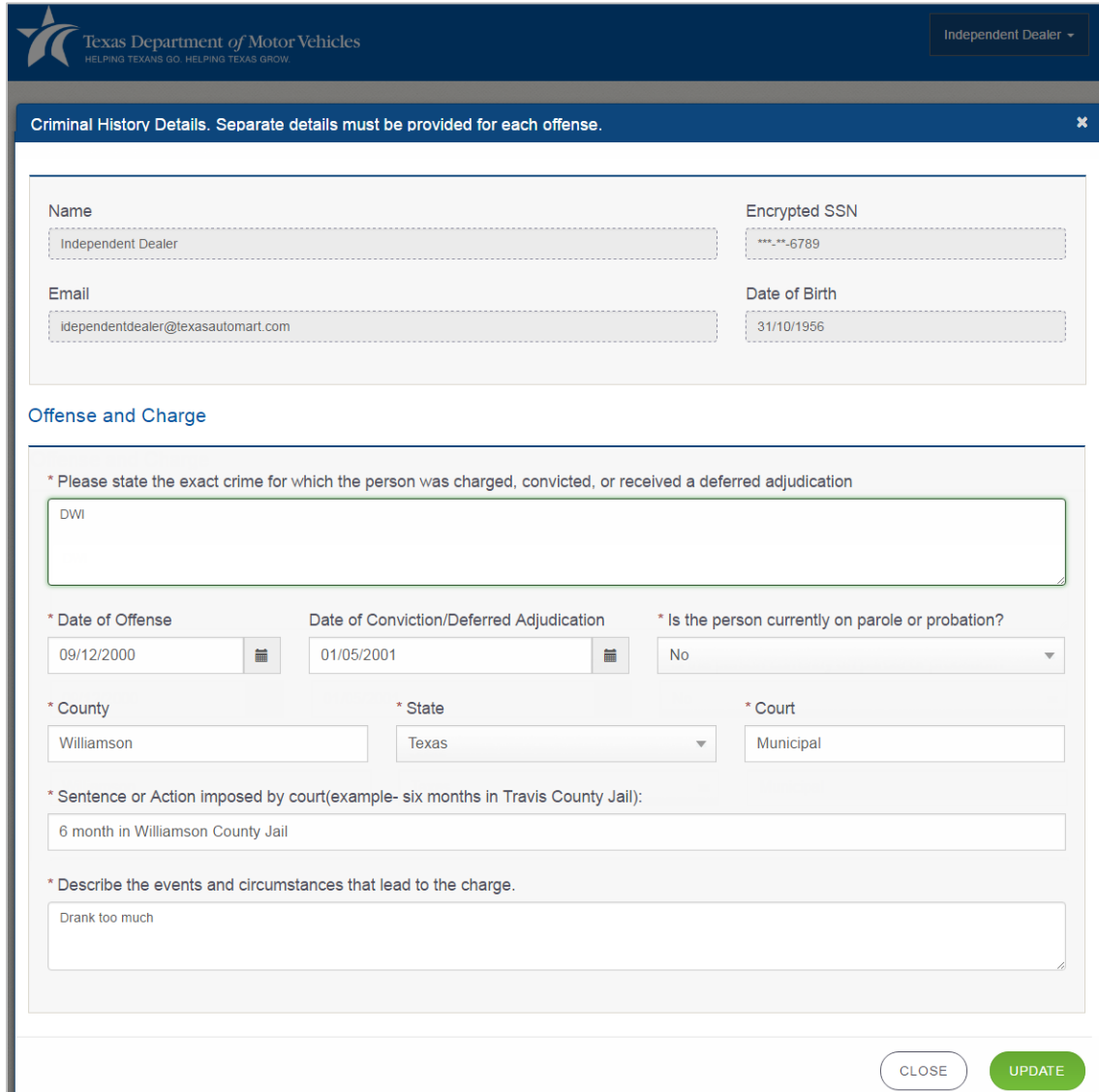
Criminal History

Select an individual to add the details of their criminal history. You may add details for more than one individual

Owners List

Name	Email Address	Date of Birth	Ownership type	Criminal History Details
Converter Licensee	owner@conversionplus.com	10/01/1968	Individual	VIEW/ADD CRIMINAL HISTORIES

2. On the *Criminal History Details* popup:



The screenshot shows a "Criminal History Details" popup window from the Texas Department of Motor Vehicles. The window has a dark blue header with the TDMV logo and tagline "HELPING TEXANS GO. HELPING TEXAS GROW." on the left, and a "Independent Dealer" dropdown on the right. Below the header is a title bar that says "Criminal History Details. Separate details must be provided for each offense." with a close button (X). The form is divided into two main sections. The top section contains four input fields: "Name" (with "Independent Dealer" entered), "Encrypted SSN" (with "***-**-6789" entered), "Email" (with "idpendentdealer@texasautomart.com" entered), and "Date of Birth" (with "31/10/1956" entered). The bottom section is titled "Offense and Charge" and contains several fields: a large text area for the crime description (with "DWI" entered), "Date of Offense" (with "09/12/2000" and a calendar icon), "Date of Conviction/Deferred Adjudication" (with "01/05/2001" and a calendar icon), "Is the person currently on parole or probation?" (a dropdown menu with "No" selected), "County" (with "Williamson" entered), "State" (a dropdown menu with "Texas" selected), "Court" (with "Municipal" entered), "Sentence or Action imposed by court(example- six months in Travis County Jail):" (with "6 month in Williamson County Jail" entered), and a large text area for "Describe the events and circumstances that lead to the charge." (with "Drank too much" entered). At the bottom right of the form are two buttons: "CLOSE" and "UPDATE".

- In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
- For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar)
- For **Is person currently on parole or probation**, select Yes or No.
- For **County**, type in the name of the county in which the offense occurred.
- For **State**, type in the name of the state in which the offense occurred.

- g. For **Court**, type in the type of court in which the offense was adjudicated.
 - h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
 - i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
 - j. Click the **UPDATE** button.
3. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.

Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offense and charge.

2.6 Additional Questions

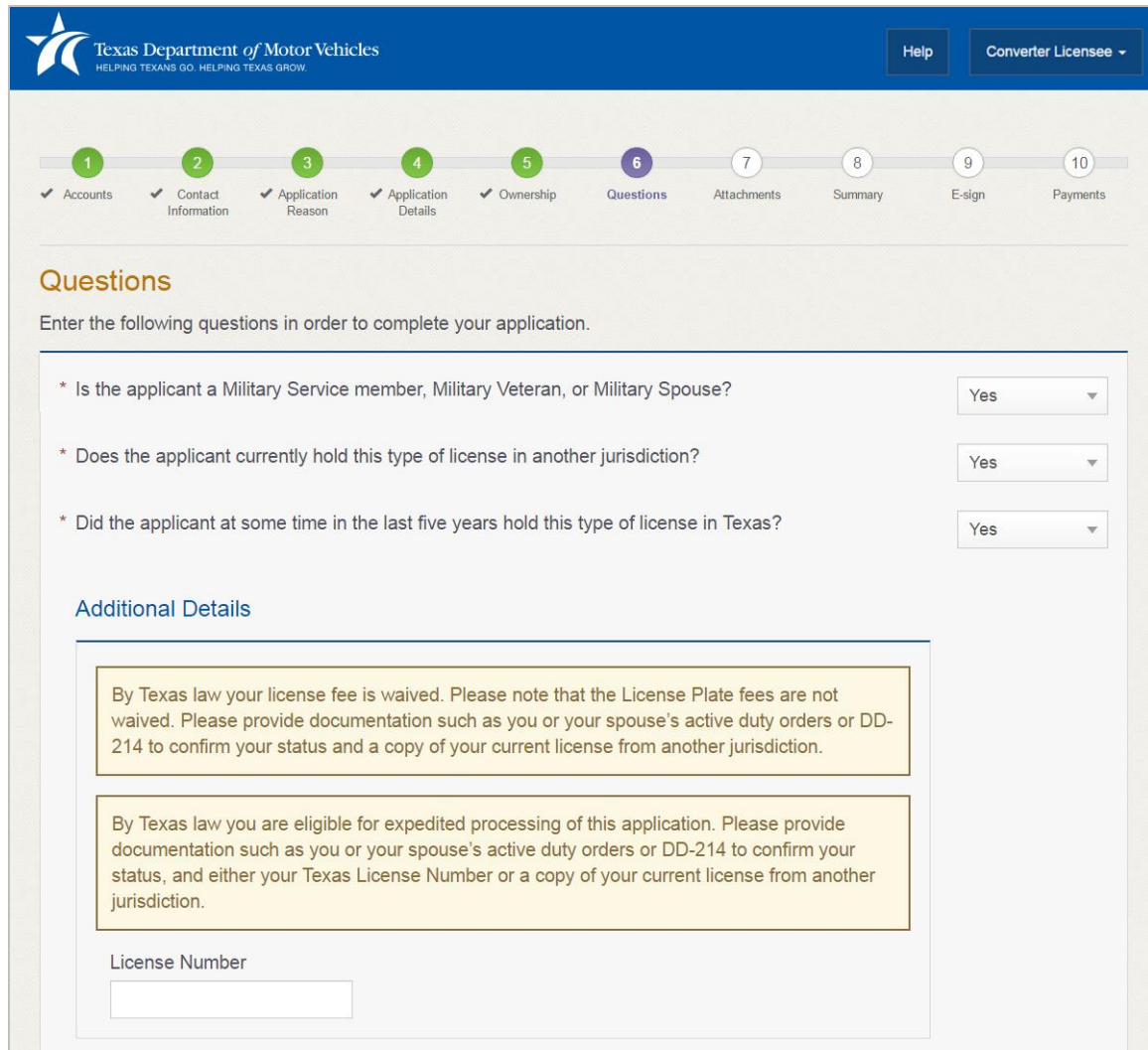
You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.

If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

2.6.1 Military Service Questions

On the *Questions* page, you must answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.



Questions

Enter the following questions in order to complete your application.

- * Is the applicant a Military Service member, Military Veteran, or Military Spouse? Yes
- * Does the applicant currently hold this type of license in another jurisdiction? Yes
- * Did the applicant at some time in the last five years hold this type of license in Texas? Yes

Additional Details

By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

By Texas law you are eligible for expedited processing of this application. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status, and either your Texas License Number or a copy of your current license from another jurisdiction.

License Number

If you select the:

- **No** response, continue to the next question.
- **Yes** response, several more questions display and if you answer **Yes** to either condition, type in the **License Number** of the current license.

Note: On the *Attachments* page displayed later, you will be required to upload supporting documentation (such as active duty orders or DD-214) to confirm the status as well as either your Texas license number or a copy of the current license from the other jurisdiction.

2.6.2 Previously Held Texas Licenses Question

On the *Questions* page, you will be required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been issued a license to act in any

capacity in Texas by the TxDMV (which includes the TxDMV Board, department agency, or a predecessor).

* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes ▼

Additional Details

If Yes, how many License?

1

Business Name License #

Autos of Texas P987654

Reason For Denial/Suspended Or Revoked Last Effective Date

Lied on application 01/01/1982

License Status

Revoked

ADD

If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
 1. For the **Business Name**, type in the name of the business that is licensed.
 2. For the **License Type**, type in the appropriate type.
 3. For the **License #**, type in the number issued for the license.
 4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
 5. Click the **ADD** button if you have additional licenses to provide.
 6. Repeat the steps above for each license.

2.6.3 Previous Denial, Suspension, or Revocation Question

You will be required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority.

* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes ▼

[Additional Details](#)

If Yes, how many License?

1

Business Name

Autos of Texas

License #

P987654

Reason For Denial/Suspended Or Revoked

Lied on application

Last Effective Date

01/01/1982

License Status

Revoked ▼

ADD

If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
 1. For **Business Name**, type in the name of the business licensed.
 2. For **License #**, type in the number issued for the license.
 3. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
 4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired.
 5. For **License Status**, select the appropriate option from the dropdown list.
 6. Click the **ADD** button if you have additional licenses to provide.
 7. Repeat the steps above for each license.

2.6.4 Same Proposed Location Question

You will be required answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) or any relative have ever applied for a license at the same proposed location that is the subject of this application.

* Has the applicant or any partner, any LLC member or manager, or any director, officer, owner (except for stockholders of publicly-traded companies) or any relative of the applicant ever applied for a license at the same proposed location that is the subject of this application?

Yes ▼

Additional Details

Please explain below.

At attempt was made to open dealership in 2000. But fell through.

If you select the:

- **No** response, continue to the next question.
- **Yes**, explain this occurrence in the **Additional Details** area that displays below the question.

2.6.5 Resources Question

You will be required to answer a question confirming your financial resources, business integrity, and experience for serving franchised dealers.

* Does the applicant have financial resources, business integrity and experience, and facilities and personnel for serving franchised dealers, if applicable?

--None-- ▼

1. Select your response and click the **SAVE AND NEXT** button.

Note: If you select No, the licensing specialist reviewing your application may contact you about your answer.

2.7 Required Attachments

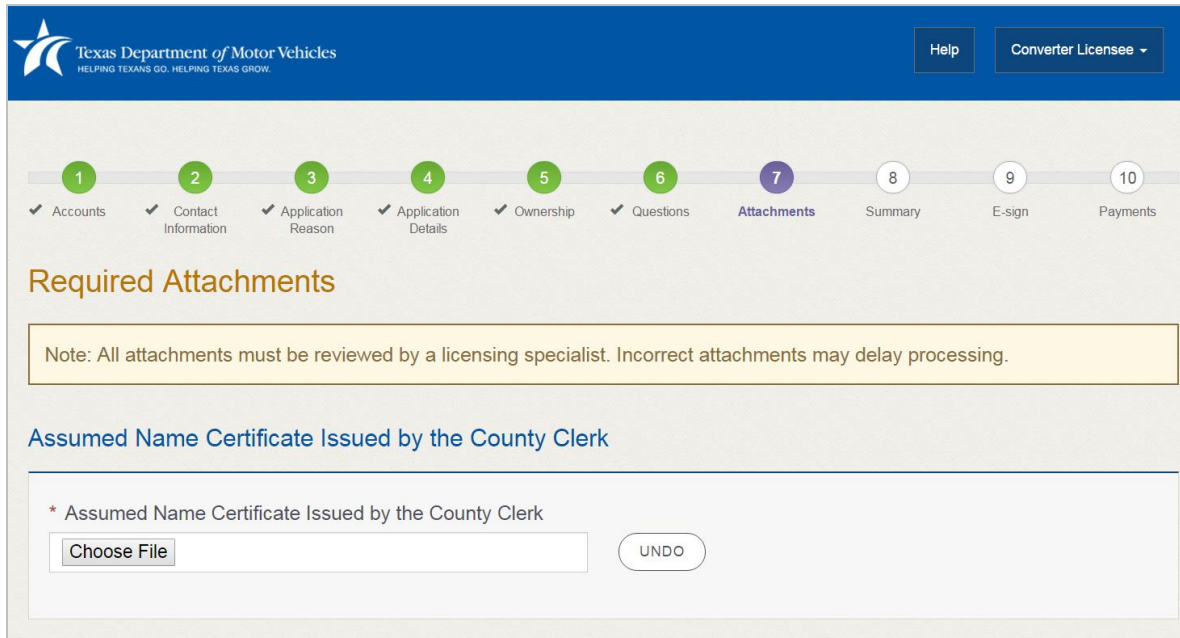
On the *Attachments* page, you will upload files containing scanned copies of the documents requested. Although the exact files requested depend on the answers and selections made during the application process, Proof of Owner Identity and Assumed

Name Certificates for DBAs are typically requested. If any criminal history has been reported, the Criminal History adjudication or court papers may also be requested.

You should be sure that the files to upload are on your computer or a shared network resource you can access.

2.7.1 Uploading Attachment Files

1. On the *Required Attachments* page, click the **CHOOSE FILE** button.



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Help Converter Licensee ▾

1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details ✓ Ownership ✓ Questions **Attachments** Summary E-sign Payments

Required Attachments

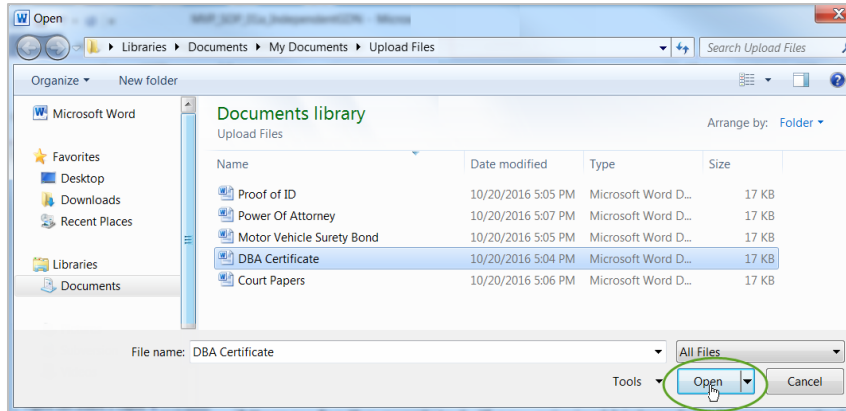
Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.

Assumed Name Certificate Issued by the County Clerk

* Assumed Name Certificate Issued by the County Clerk

Choose File UNDO

2. On the *Open* popup:
 - a. Navigate to the file (on the computer or a shared network resource).
 - b. Select the file and click the **Open** button.



3. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

2.7.2 Assumed Name Certificate

You may be required to upload a file containing the scanned copy of the Assumed Name Certificate issued by the county clerk in the county where the business was formed or by the Secretary of State.

Assumed Name Certificate Issued by the Texas Secretary of State

* Assumed Name Certificate Issued by the Texas Secretary of State

Choose File

No file chosen

UNDO

2.7.3 Proof of Owner Identity

You may be required to upload a file containing the scanned copy of the sole proprietor's driver's license, passport (U.S. or foreign), state-issued picture identification card (from any state), or U.S. Armed Forces Identification card.

Proof of Identity

* Proof of Identity Details

independent dealer

Choose File No file chosen

UNDO

2.7.4 Certificate of Incorporation

If you indicate that ownership is other than sole proprietor or general partnership, you may be required to upload a file containing a scanned copy of the Certificate of Incorporation filed with the Texas Secretary of State if located in Texas or with the state in which the business was incorporated.

Certificate of Incorporation filing from Texas Secretary of States Office

* Certificate of Incorporation filing from Texas Secretary of States Office

Choose File

UNDO

2.7.5 Criminal Court Papers

If you responded Yes to the Ownership or other Questions about criminal history, you will be required to upload a file containing the scanned court document about the offense and adjudication details.

Criminal Court Papers

* Criminal Details

independent motor vehicle

Choose File No file chosen

UNDO

2.7.6 Other Attachments

You can add attachments to explain other circumstances pertinent to the application.

1. Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

- For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

Other Attachments

* Attachment Type

Choose File
No file chosen

UNDO

UPLOAD

2.7.7 Problems with Your Application

If the application has issues that need to be resolved, the *Problems with Your Application* page displays.

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Help

Converter Licensee ▾

1

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6

7

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10

✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

✓ Ownership

✓ Questions

✓ Attachments

Summary

E-sign

Payments

Problems with Your Application

Please review the following possible issues we have identified. You may resolve the issue(s) prior to submitting your application, or continue with your application. Applications submitted with possible issues may experience delays in processing.

Possible Issues

In order for your Converter license to be approved, a separate license will be required for at least one Representative. Please submit your Converter application. Once it is successfully submitted, return to the home screen to apply for a Representative license.

The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location. 1234 LAKE STREET, GEORGETOWN, Texas, 78726, Williamson

REVISIT

PREVIOUS

PRINT

EMAIL

NEXT

To return to the page on which the issue can be resolved, you can click the **REVISIT** button and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.

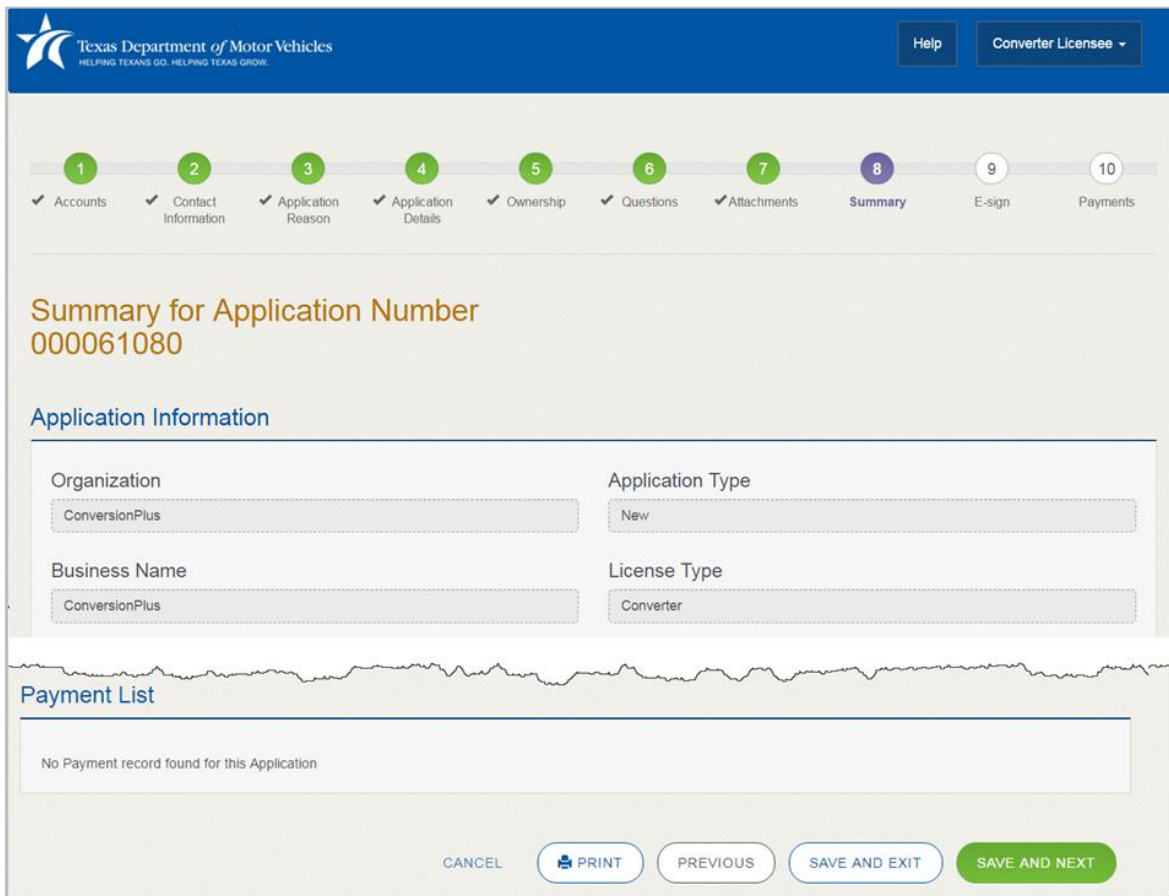
To skip making fixes at this time, you can click the **NEXT** button to display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

2.8 Summary

After entering all of the required information and resolving potential issues (or continuing without resolving them), the *Summary* page displays.

Note: Once the application has been submitted and approved, the information within cannot be changed without licensing specialist assistance and must be kept in place for the entire term of the license. For example, you cannot respond ‘Yes’ that the dealership has a permanent sign and then remove the sign once the application is approved.

1. Review the entries and selections you have made.



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1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details ✓ Ownership ✓ Questions ✓ Attachments **Summary** E-sign Payments

Summary for Application Number 000061080

Application Information

Organization ConversionPlus	Application Type New
Business Name ConversionPlus	License Type Converter

Payment List

No Payment record found for this Application

CANCEL PRINT PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

2. Click the:

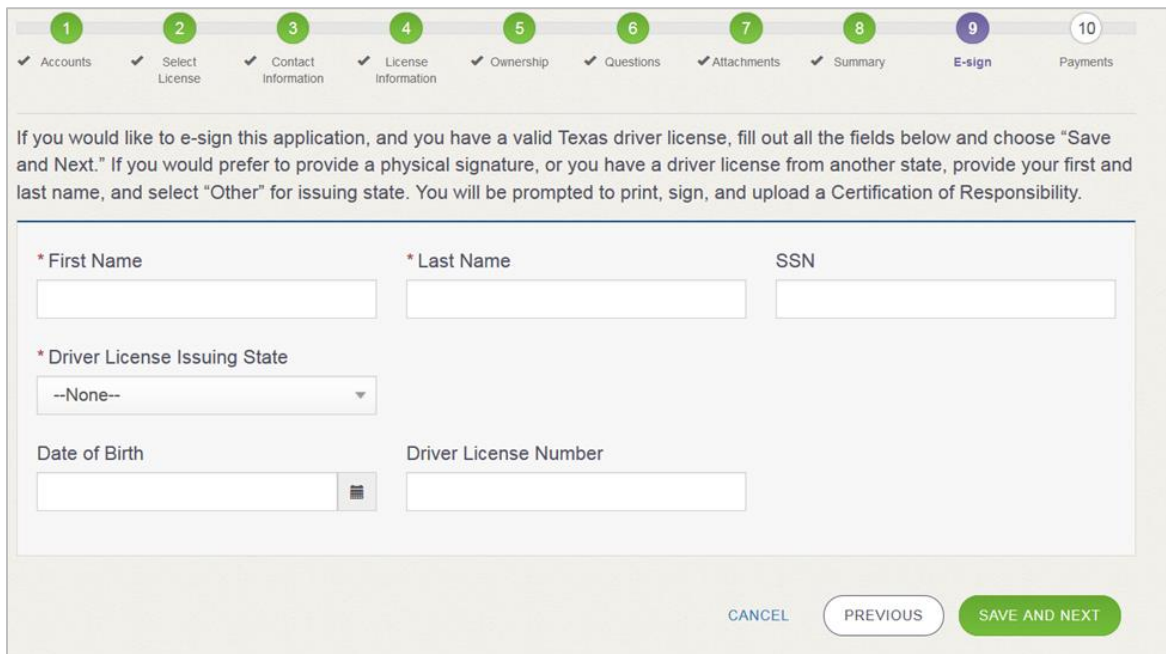
- **PRINT** button to send the summary to print on your local printer.
- **PREVIOUS** button to return to the page where adjustments need to be made
- **SAVE AND EXIT** button to store all of the information before beginning the submission process.
- **SAVE AND NEXT** button to continue to the next page.

2.9 Signature

After saving the summary, you will be prompted for your social security number and driver's license information in order to electronically verify who you are and then are enabled to electronically agree to the Certificate of Responsibility and submit your signature for this application.

If you cannot provide this information (for example, your driver's license is from a state other than Texas, you do not currently hold a driver's license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name, select Other for Driver License Issuing State and work with a printed version of the Certificate of Responsibility.

1. On the *eSign* page displayed:



1 2 3 4 5 6 7 8 9 10
 ✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

Date of Birth Driver License Number

CANCEL PREVIOUS **SAVE AND NEXT**

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

Note: If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 2.9.2.

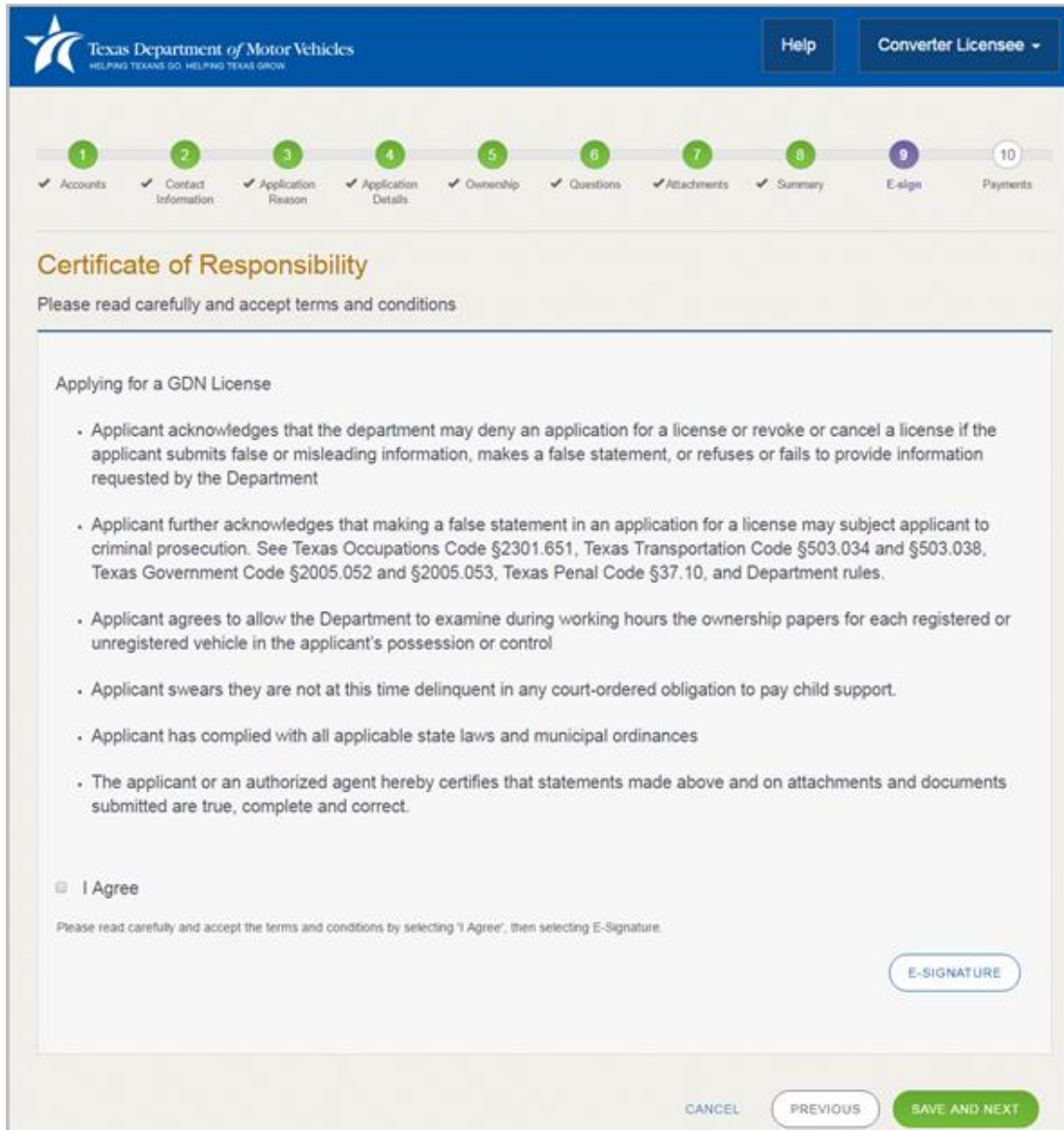
- c. For **SSN**, type in the numbers and dashes of your social security number.
- d. From the **Driver License Issuing State** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license
- f. For **Driver License Number**, type in the string of number and letters.
- g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- h. Click the **SAVE AND NEXT** button.

2. If the system:

- Verifies your information and your Texas driver's license, it displays a page containing the Certificate of Responsibility that you can accept and submit with an electronic signature. Continue with the next section.
- Cannot verify your information or you do not have a valid Texas Driver license, the system displays an error message and displays a new section on the page for you to print a copy of the Certificate of Responsibility to sign and then upload into the system. Continue with the section about printing and signing the Certificate of Responsibility on 41.

2.9.1 Electronic Signature Submission

1. On the *Certificate of Responsibility* page:



The screenshot shows the 'Certificate of Responsibility' page for a GDN License application. At the top, there is a progress bar with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details, 5. Ownership, 6. Questions, 7. Attachments, 8. Summary, 9. E-sign, and 10. Payments. Steps 1-8 are marked with green checkmarks, and step 9 is highlighted with a purple circle. The page title is 'Certificate of Responsibility' with the instruction 'Please read carefully and accept terms and conditions'. The main content area is titled 'Applying for a GDN License' and contains a list of terms and conditions. Below the list is an 'I Agree' checkbox. At the bottom right, there is an 'E-SIGNATURE' button. At the bottom of the page, there are three buttons: 'CANCEL', 'PREVIOUS', and 'SAVE AND NEXT'.

Certificate of Responsibility
Please read carefully and accept terms and conditions

Applying for a GDN License

- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the Department
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

☐ I Agree

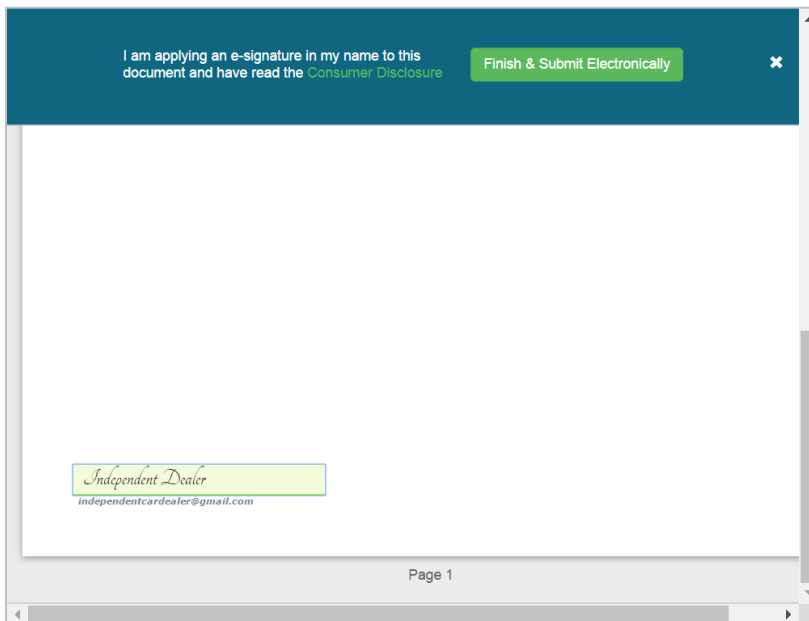
Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

E-SIGNATURE

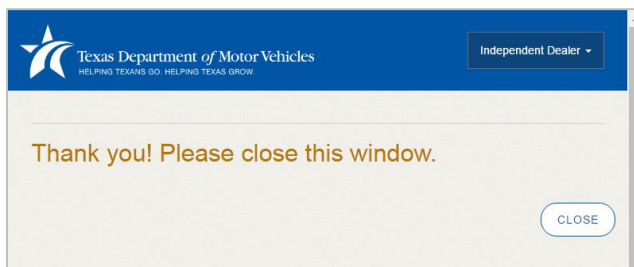
CANCEL PREVIOUS SAVE AND NEXT

- Carefully read the terms and conditions for the license.
- Click the **I Agree** option button.
- Click the **E-SIGNATURE** button.

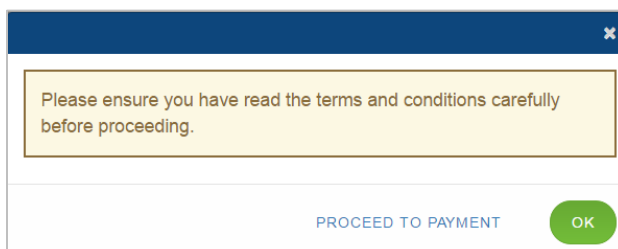
2. On the popup:
 - a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
3. On the *Thank You* page of the popup, click the **CLOSE** button.



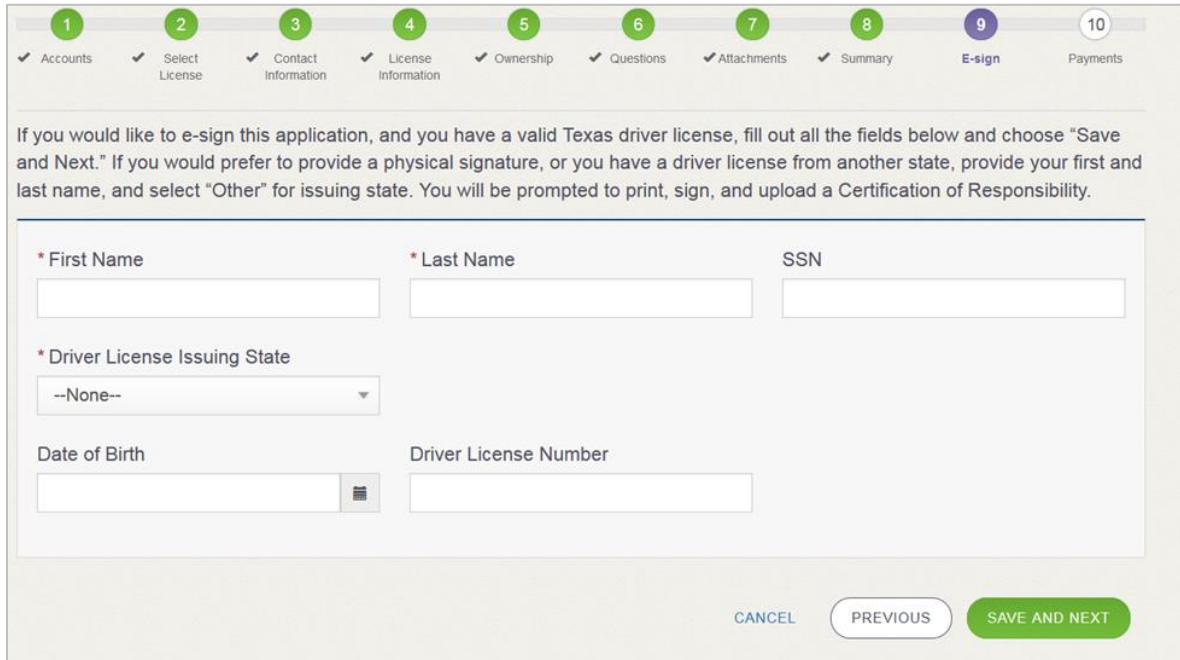
4. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
5. On the *Please ensure you have the terms and conditions* popup, click the **PROCEED TO PAYMENT** link to start the payment process.



6. Continue with the section about payment on page 75.

2.9.2 Manual Signature

1. On the *eSign* page displayed:



1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

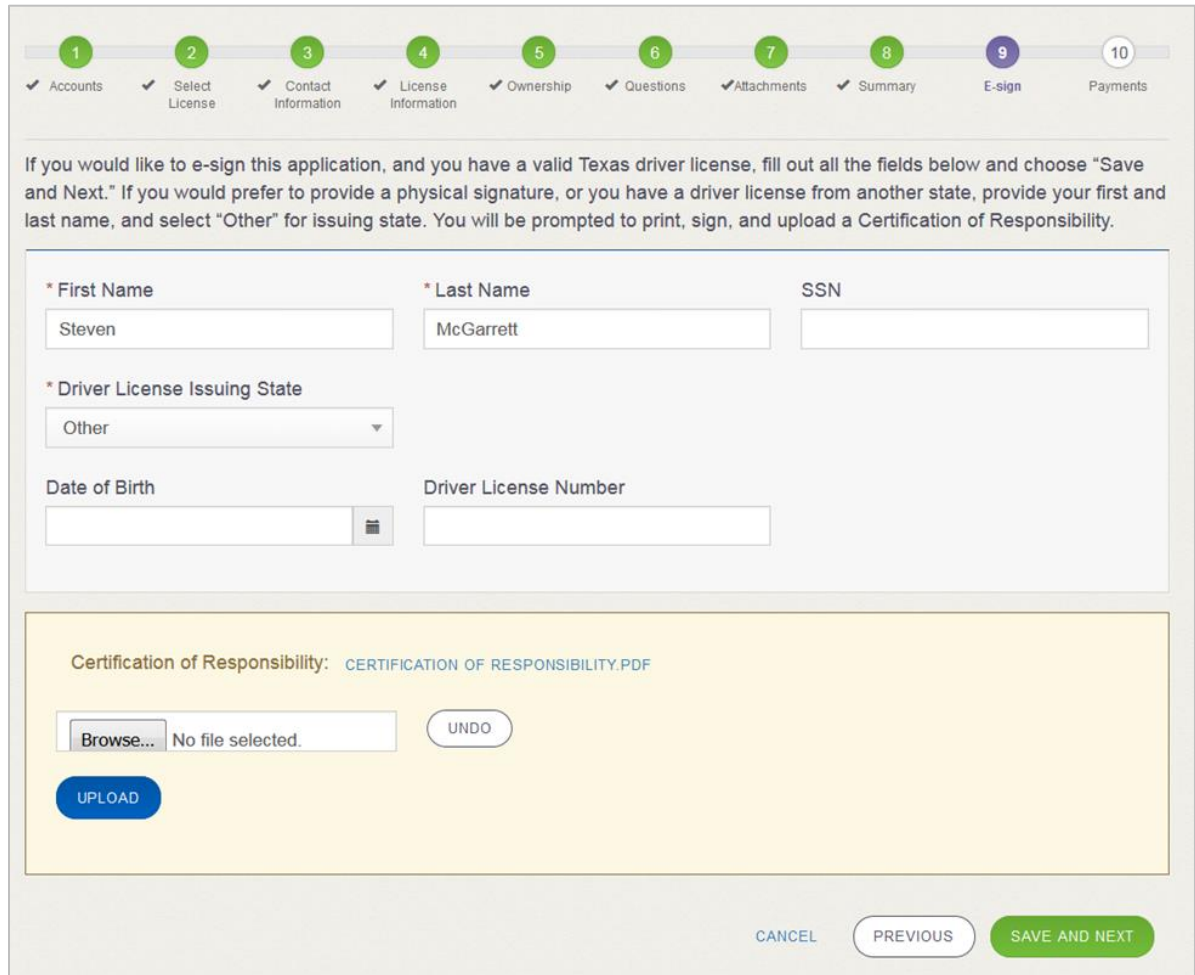
--None--

Date of Birth Driver License Number

CANCEL PREVIOUS SAVE AND NEXT

- For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- From the **Driver License Issuing State** dropdown, select Other
- The screen will automatically change to offer the print scan upload section.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

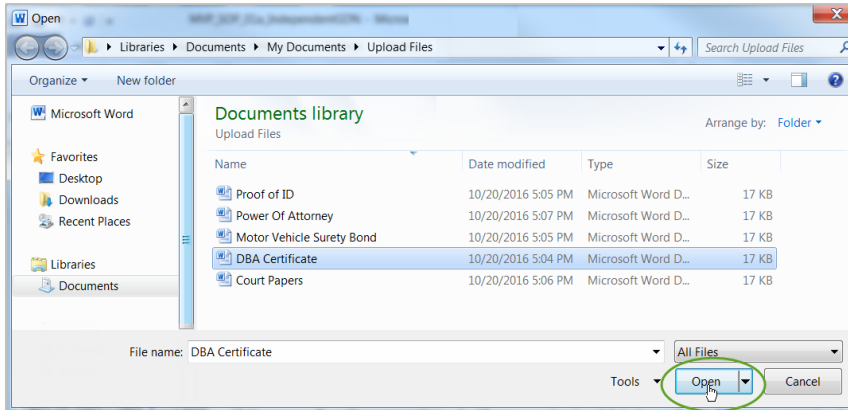


1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

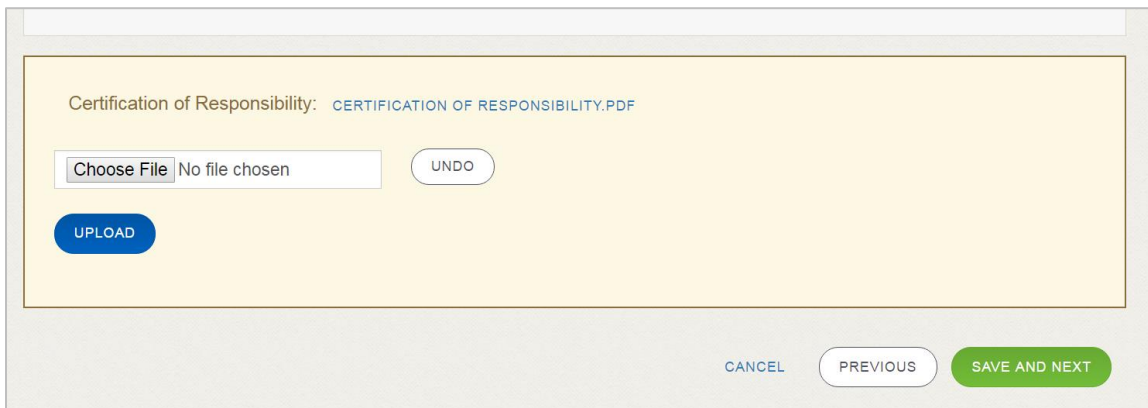
If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name: Steven
 * Last Name: McGarrett
 SSN:
 * Driver License Issuing State: Other
 Date of Birth:
 Driver License Number:
 Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)
 Browse... No file selected. UNDO
 UPLOAD
 CANCEL PREVIOUS SAVE AND NEXT

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF to your local printer.
4. Carefully read the document and sign and date it.
5. To upload and attach the signed document to this plate application:
 - a. Scan the document to a file and save it to your local computer (or a shared network resource).
 - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
 - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

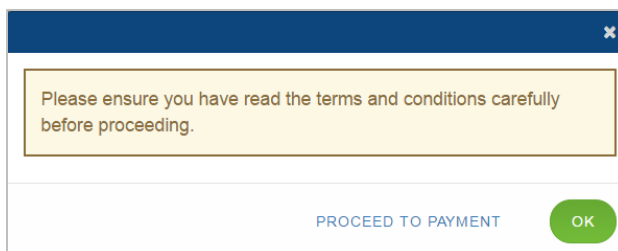


- d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



2.10 Payments and Application Submission

You can either pay the fees associated with this application, pay all applications (if you have multiple), or work on another license application and then combine the payments into one transaction later.

To return to the *Welcome* page and work on another application, click the **ADD APPLICATION** button. Otherwise:

1. On the *Payment Summary* page, click the option button of the application or click the **Select All** option button.

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ? [ADD APPLICATION +](#)

Applications for Payment :

☐ Select All

☐ 000061195 New Representative Application

Physical Address : 123 MAIN STREET, Hays, KYLE, 78640, Texas, USA

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Representative New Application Fee	\$200.00	per application	1		\$200.00
				Total	\$200.00

Subtotal : \$0.00

2. On the bottom of the page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☐ Credit Card ☐ ACH/eCheck

Grand Total : \$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

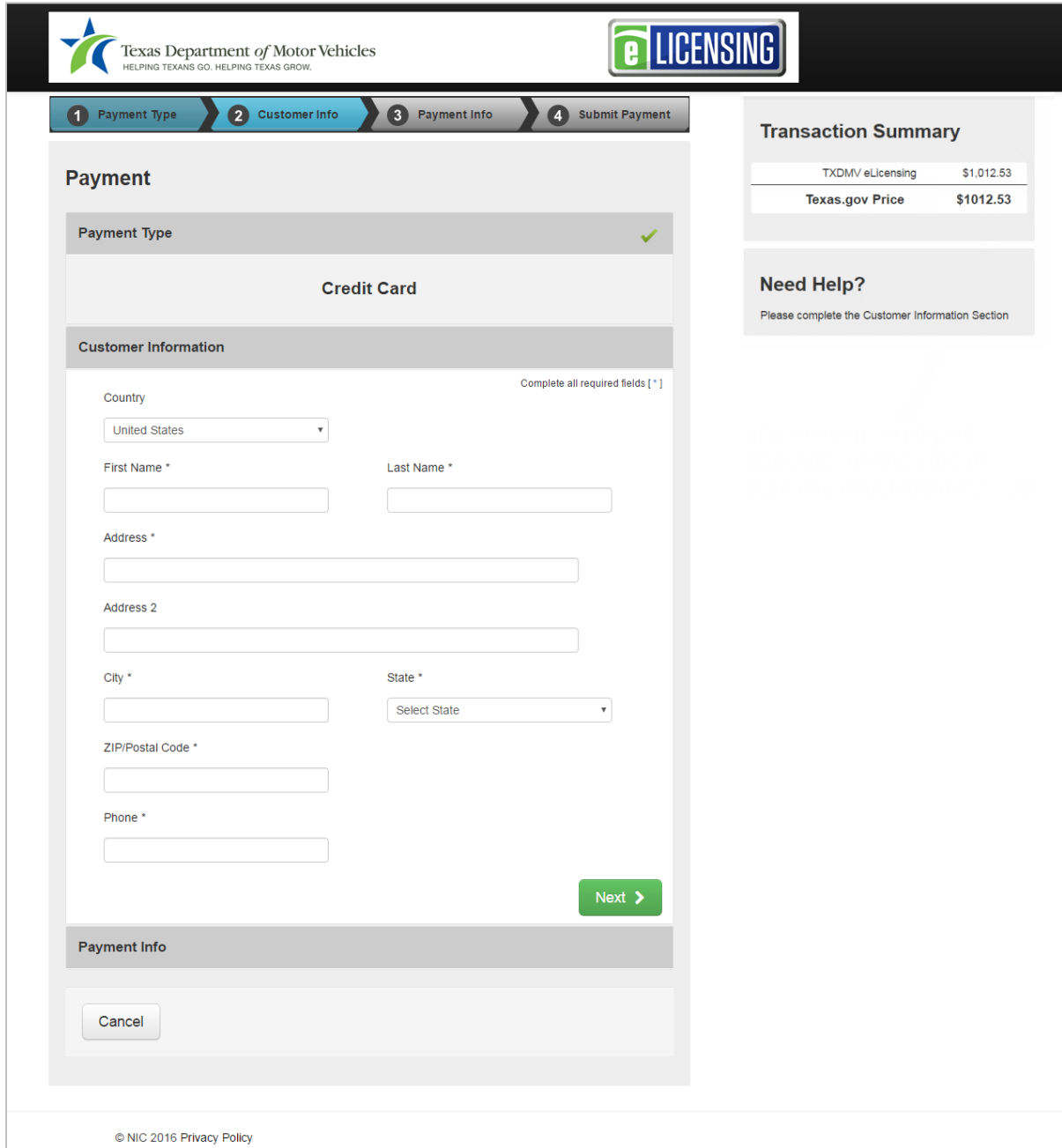
You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

[EXIT](#) [PROCEED TO PAY](#)

3. Read the payment processing note and click the **PROCEED TO PAY** button.

Note: Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

4. On the **Customer Information** section on the *Payment* page:

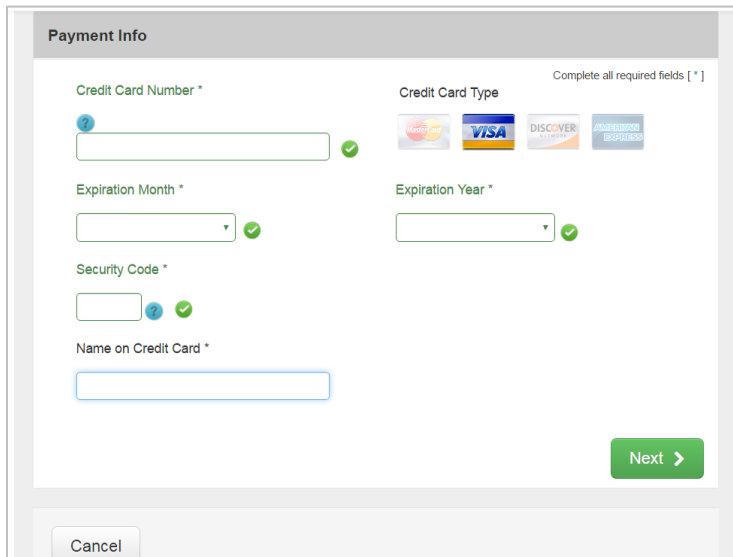


The screenshot shows the 'Payment' page with a progress bar at the top indicating four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The 'Customer Info' step is currently active. The page header includes the Texas Department of Motor Vehicles logo and the 'eLICENSING' logo. A 'Transaction Summary' box on the right shows 'TXDMV eLicensing' for \$1,012.53 and 'Texas.gov Price' for \$1012.53. Below this is a 'Need Help?' section with the text 'Please complete the Customer Information Section'. The main form area is titled 'Payment' and contains a 'Payment Type' section with a green checkmark, a 'Credit Card' section, and a 'Customer Information' section. The 'Customer Information' section includes fields for Country (United States), First Name, Last Name, Address, Address 2, City, State (Select State), ZIP/Postal Code, and Phone. A 'Next >' button is located at the bottom right of the form. A 'Cancel' button is located at the bottom left of the form. The footer of the page contains the text '© NIC 2016 Privacy Policy'.

- For **First Name**, type in your first name as it appears on the credit card being used.
- For **Last Name**, type in your last name as it appears on the credit card being used.
- For **Address**, type in the street number and name of the street used to bill the credit being used.

- d. For **Address 2**, type in additional information (like the suite or building number).
- e. For **City**, type in the name of the city.
- f. For **State**, select the name of the state from the dropdown list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.

5. In the **Payment Info** section on the *Payment* page:



- a. For **Credit Card Number**, type in the string of numbers from the credit card.
 - b. For **Expiration Month**, select the appropriate month from the drop-down.
 - c. For **Expiration Year**, select the appropriate year from the drop-down.
 - d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
 - e. For **Name**, type in the name as it appears on the credit card.
 - f. Click the **Next** button.
6. In the **Verification** section, enter the characters from the image displayed.

Verification



Enter the characters from the above image:


7. Click the **Submit Payment** button.
8. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page.

Payment Status :

Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

9. Click the **NEXT** button.
10. On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page.



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Applications Submitted

Payment for following applications was successfully submitted:

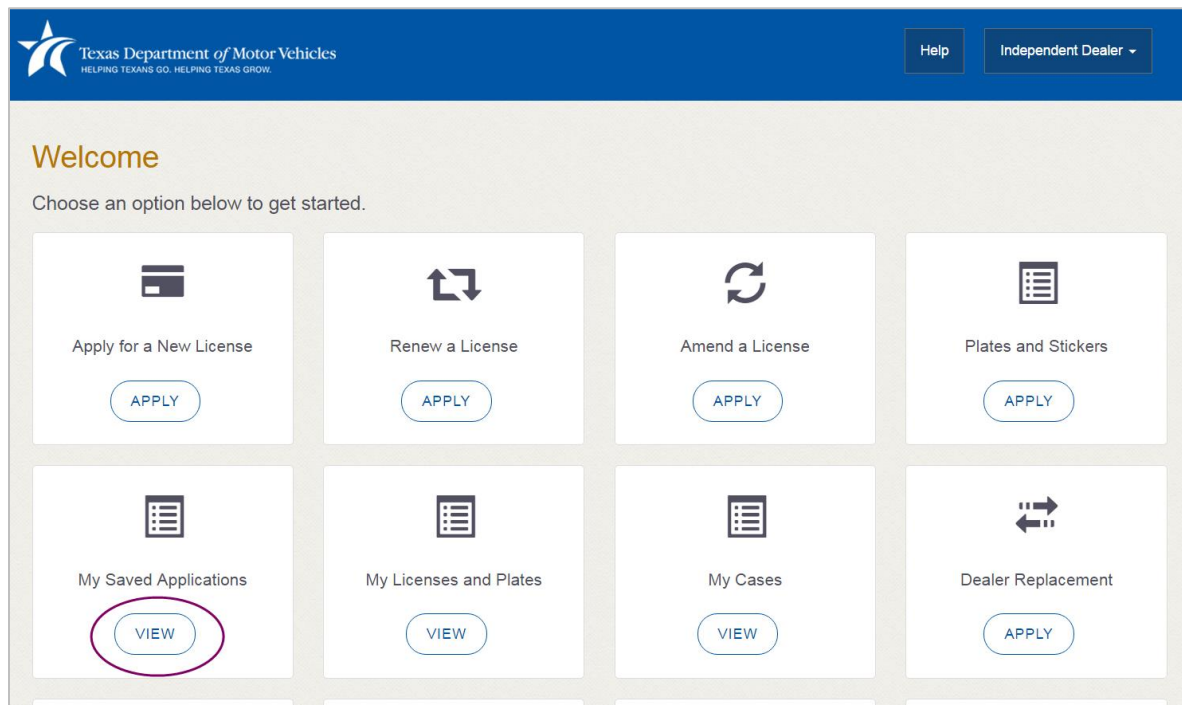
Application Name	Business Name	License Type	Status
000061080	ConversionPlus	Converter	Received

3 Accessing Your Saved License Applications


If you have started a license application but have not finished it or were waiting to submit it, you can access it from a saved applications list. The application will open to the last page you have completed. You can use the **PREVIOUS** button to return to another page if necessary.

Note: If you only need to pay the application fees, you can use **Make a Payment**.

1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Saved Applications** area.




- From the list of saved applications, click the name of the application to work with.


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[Help](#)
[Independent Dealer ▾](#)

My Saved Applications

Below is the list of all the applications you have created:

Application Name	License Type	Type	Status	Business Name	Delete
000054048	GDN	New	Approved	Texas Auto Mart	
000059513	GDN	New	Pending	Texas Auto Mart	

« 1 »

GO TO HOME

- On the open page of the application:
 - Complete the information and click the **SAVE AND NEXT** button on each page until you submit the application.
 - Click the **PREVIOUS** button to return to a specific page to add or verify information.

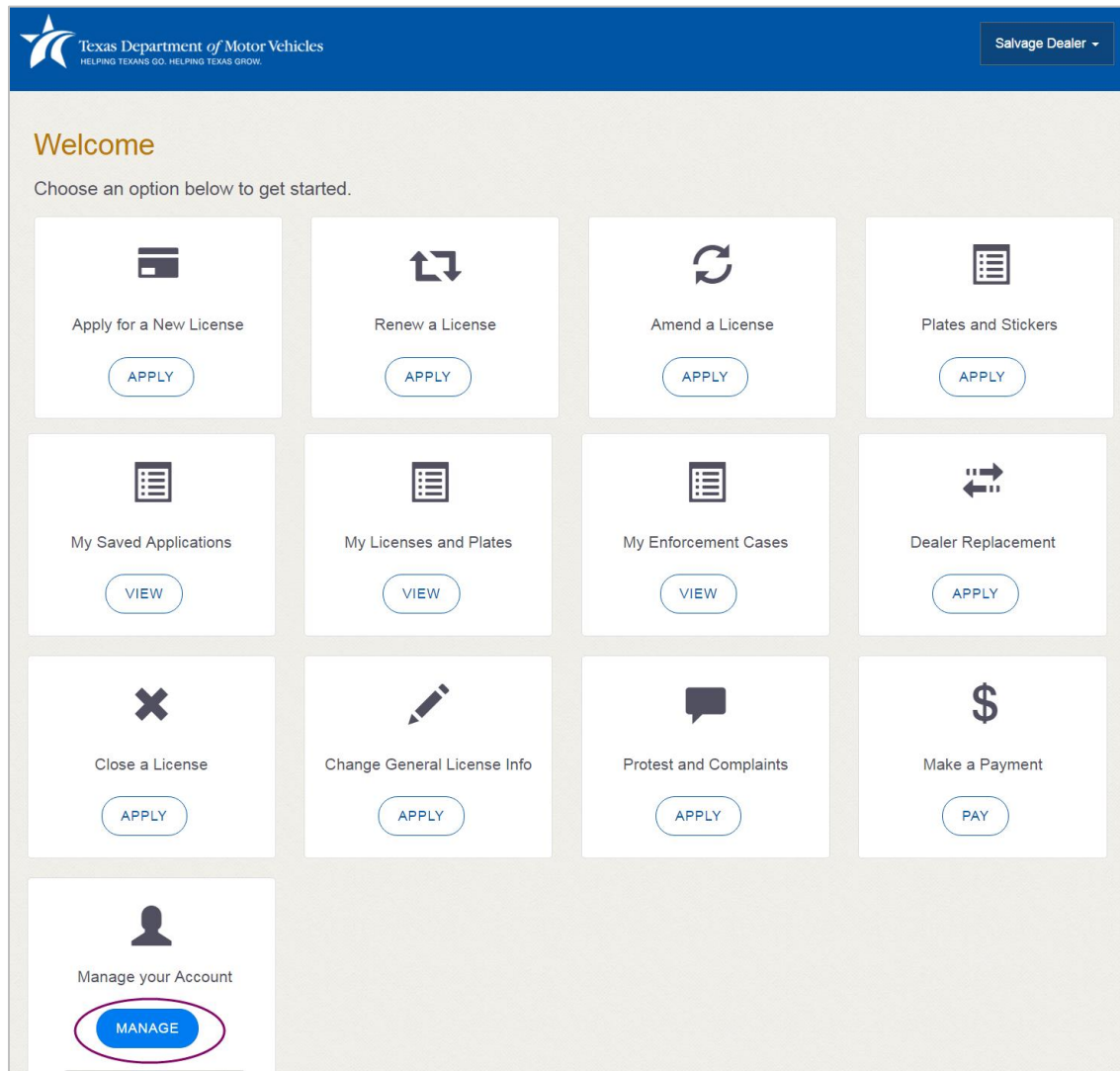
4 Working with Your Account

You can view the information submitted for your account when it was registered (like the organization name) and the user accounts created in it. You can also add dealers and attorneys from your staff personnel as new users and new business entities to your account if you are the eLICENSING Administrator.

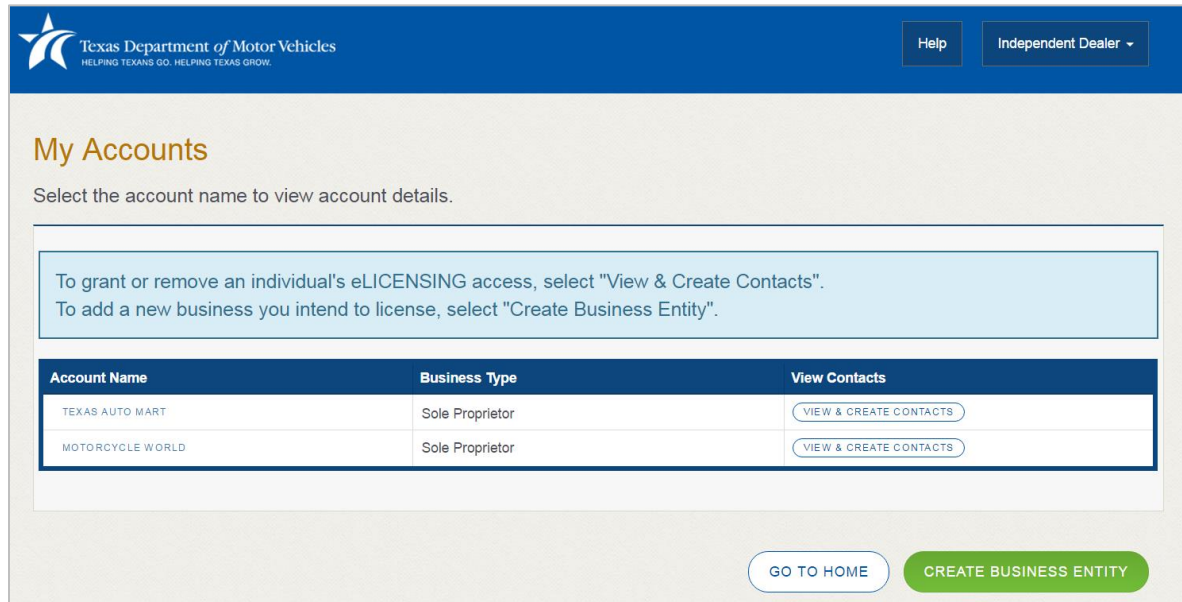
4.1 Viewing Account and User Information

You can view your account to display the type of business associated with it and the users who have accounts.

1. After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage My Accounts** area.



2. On the *My Accounts* page, to:



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Help Independent Dealer ▾

My Accounts

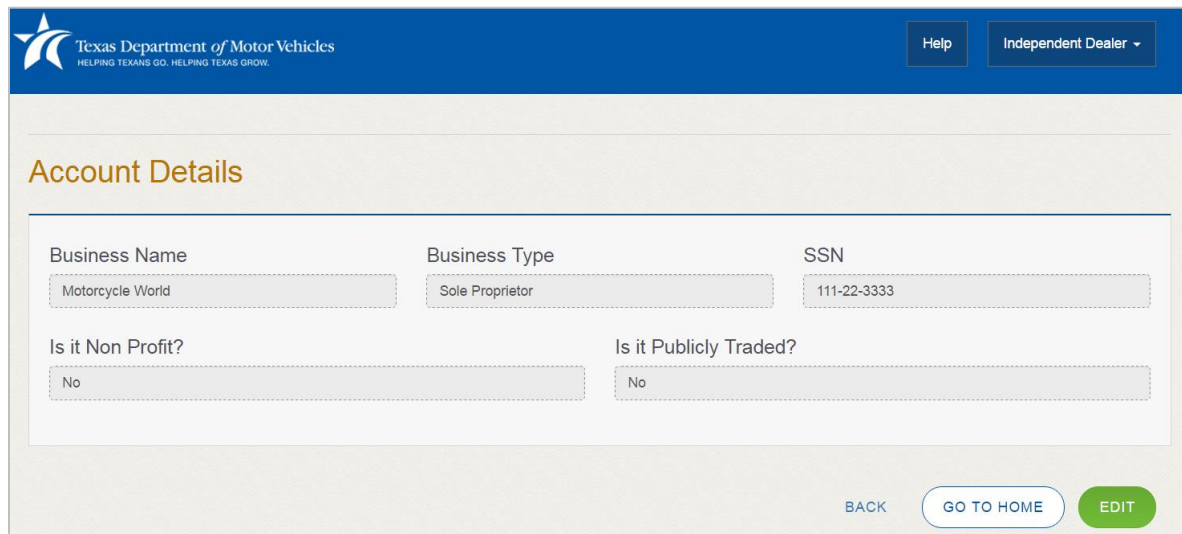
Select the account name to view account details.

To grant or remove an individual's eLICENSING access, select "View & Create Contacts".
To add a new business you intend to license, select "Create Business Entity".

Account Name	Business Type	View Contacts
TEXAS AUTO MART	Sole Proprietor	VIEW & CREATE CONTACTS
MOTORCYCLE WORLD	Sole Proprietor	VIEW & CREATE CONTACTS

[GO TO HOME](#) [CREATE BUSINESS ENTITY](#)

- View the details submitted when the account was registered with TxDMV, click the name of the account.



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Help Independent Dealer ▾

Account Details

Business Name: Motorcycle World

Business Type: Sole Proprietor

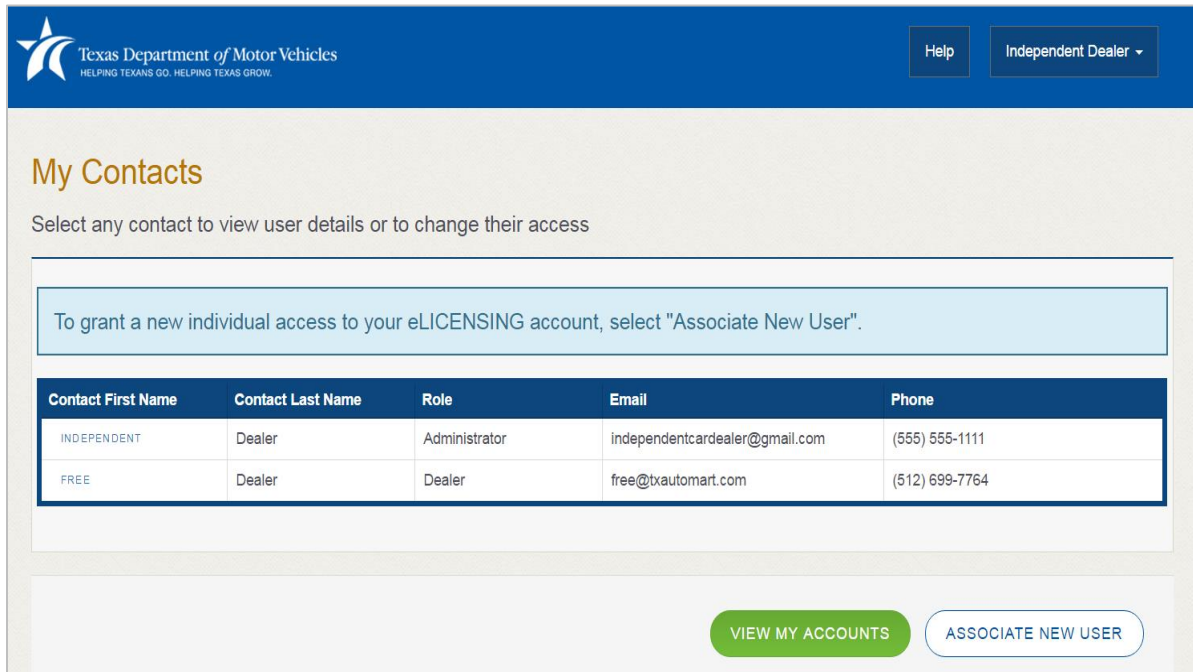
SSN: 111-22-3333

Is it Non Profit? No

Is it Publicly Traded? No

[BACK](#) [GO TO HOME](#) [EDIT](#)

- View the users in your account, click the **VIEW & CREATE CONTACTS** button.




Contact First Name	Contact Last Name	Role	Email	Phone
INDEPENDENT	Dealer	Administrator	independentcarddealer@gmail.com	(555) 555-1111
FREE	Dealer	Dealer	free@txautomart.com	(512) 699-7764

4.2 Adding New Account Users

If you are the eLICENSING Administrator, you can create new users in your account and assign them to the Dealer role, which dictates how they can access and use the eLICENSING system.


1. After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage My Accounts** area.

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Salvage Dealer ▾


Welcome

Choose an option below to get started.




Apply for a New License

APPLY




Renew a License

APPLY




Amend a License

APPLY




Plates and Stickers

APPLY




My Saved Applications

VIEW




My Licenses and Plates

VIEW




My Enforcement Cases

VIEW




Dealer Replacement

APPLY




Close a License

APPLY




Change General License Info

APPLY




Protest and Complaints

APPLY



Make a Payment

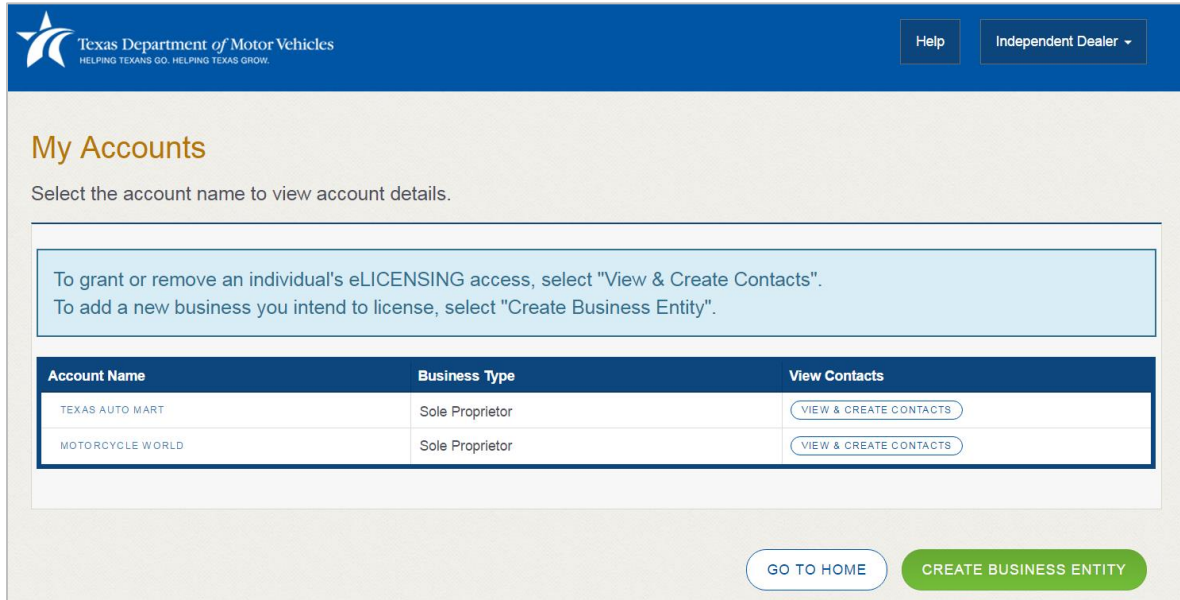
PAY



Manage your Account

MANAGE

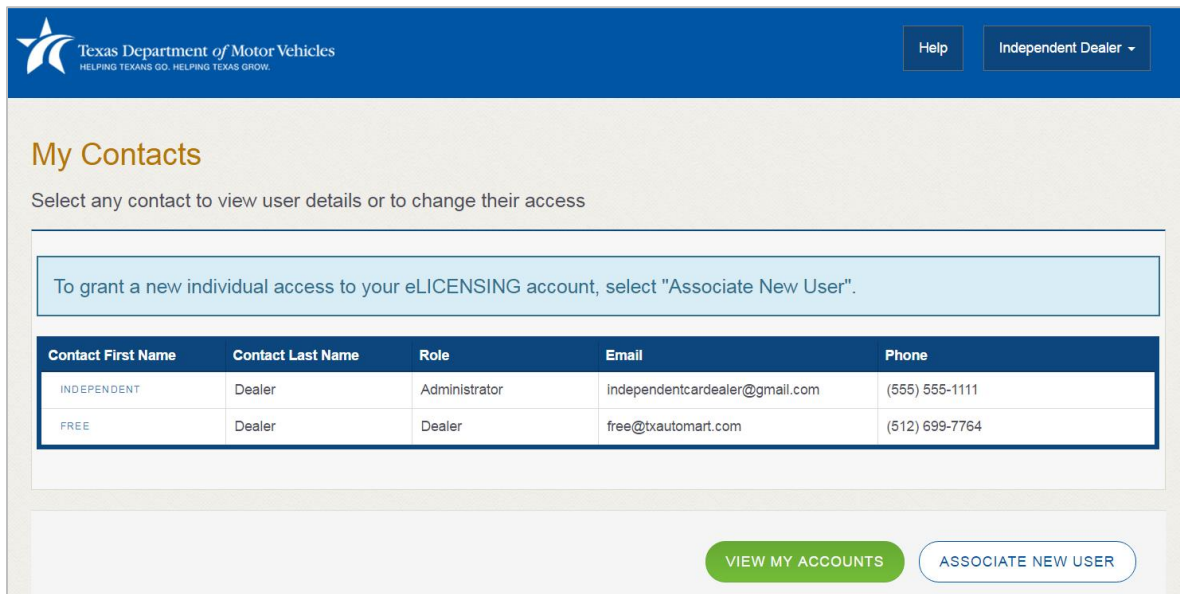
- On the *My Accounts* page, click the **VIEW & CREATE CONTACTS** button.



The screenshot shows the 'My Accounts' page of the Texas Department of Motor Vehicles eLICENSING system. The header includes the department logo and a 'Help' button. The main heading is 'My Accounts' in orange. Below it, a instruction says 'Select the account name to view account details.' A light blue box contains instructions: 'To grant or remove an individual's eLICENSING access, select "View & Create Contacts". To add a new business you intend to license, select "Create Business Entity".' Below this is a table with two columns: 'Account Name' and 'Business Type'. The table lists two accounts: 'TEXAS AUTO MART' and 'MOTORCYCLE WORLD', both with 'Sole Proprietor' business type. To the right of each account is a 'View Contacts' button with a 'VIEW & CREATE CONTACTS' link. At the bottom right, there are two buttons: 'GO TO HOME' and 'CREATE BUSINESS ENTITY'.

Account Name	Business Type	View Contacts
TEXAS AUTO MART	Sole Proprietor	VIEW & CREATE CONTACTS
MOTORCYCLE WORLD	Sole Proprietor	VIEW & CREATE CONTACTS

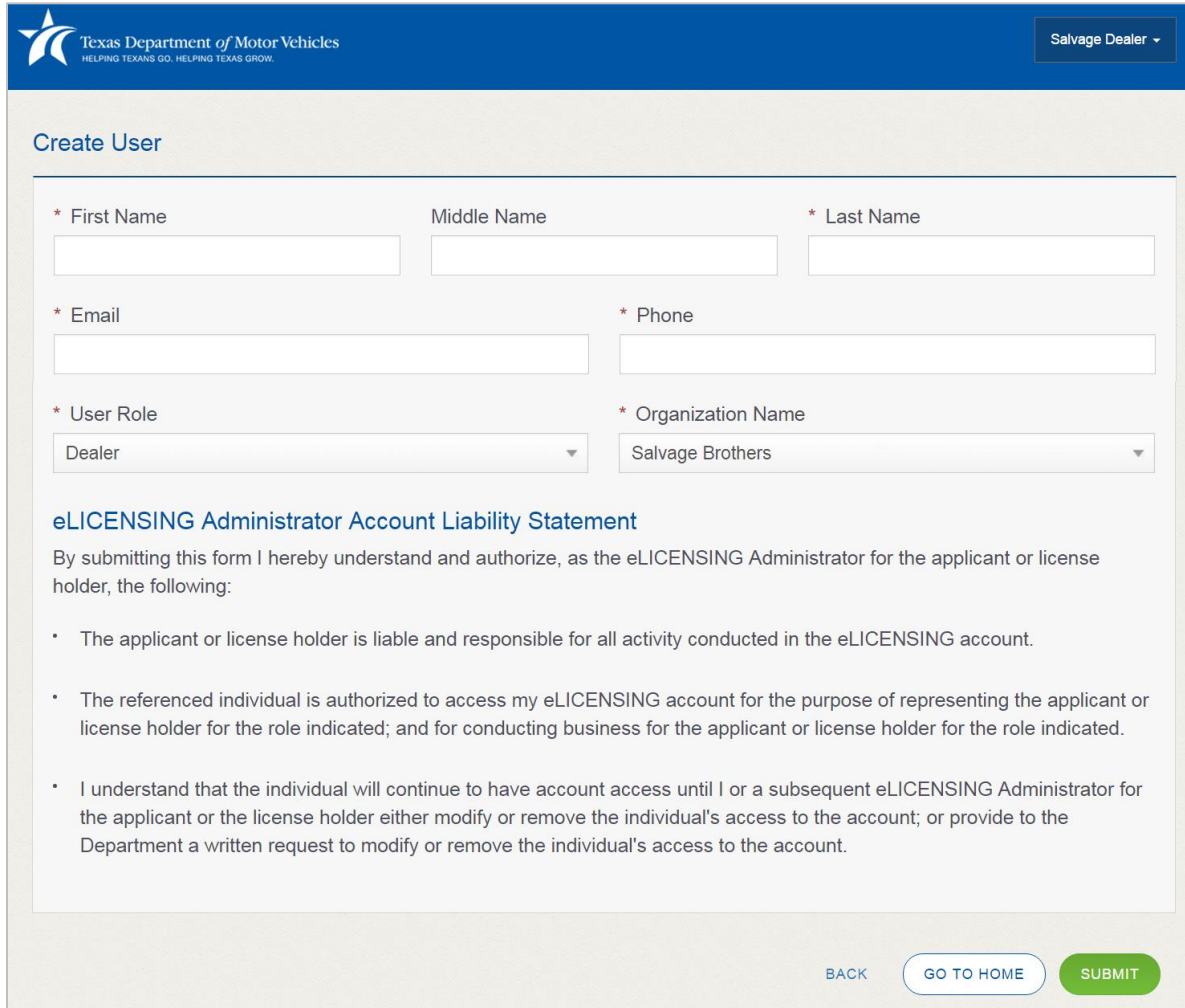
- On the *My Contacts* page, click the **ASSOCIATE NEW USER** button.



The screenshot shows the 'My Contacts' page of the Texas Department of Motor Vehicles eLICENSING system. The header includes the department logo and a 'Help' button. The main heading is 'My Contacts' in orange. Below it, a instruction says 'Select any contact to view user details or to change their access'. A light blue box contains instructions: 'To grant a new individual access to your eLICENSING account, select "Associate New User".' Below this is a table with five columns: 'Contact First Name', 'Contact Last Name', 'Role', 'Email', and 'Phone'. The table lists two contacts: 'INDEPENDENT' (Dealer, Administrator, independentcarddealer@gmail.com, (555) 555-1111) and 'FREE' (Dealer, Dealer, free@txautomart.com, (512) 699-7764). At the bottom right, there are two buttons: 'VIEW MY ACCOUNTS' and 'ASSOCIATE NEW USER'.

Contact First Name	Contact Last Name	Role	Email	Phone
INDEPENDENT	Dealer	Administrator	independentcarddealer@gmail.com	(555) 555-1111
FREE	Dealer	Dealer	free@txautomart.com	(512) 699-7764

4. On the *Create User* page:



Create User

* First Name Middle Name * Last Name

* Email * Phone

* User Role * Organization Name

Dealer Salvage Brothers

eLICENSING Administrator Account Liability Statement

By submitting this form I hereby understand and authorize, as the eLICENSING Administrator for the applicant or license holder, the following:

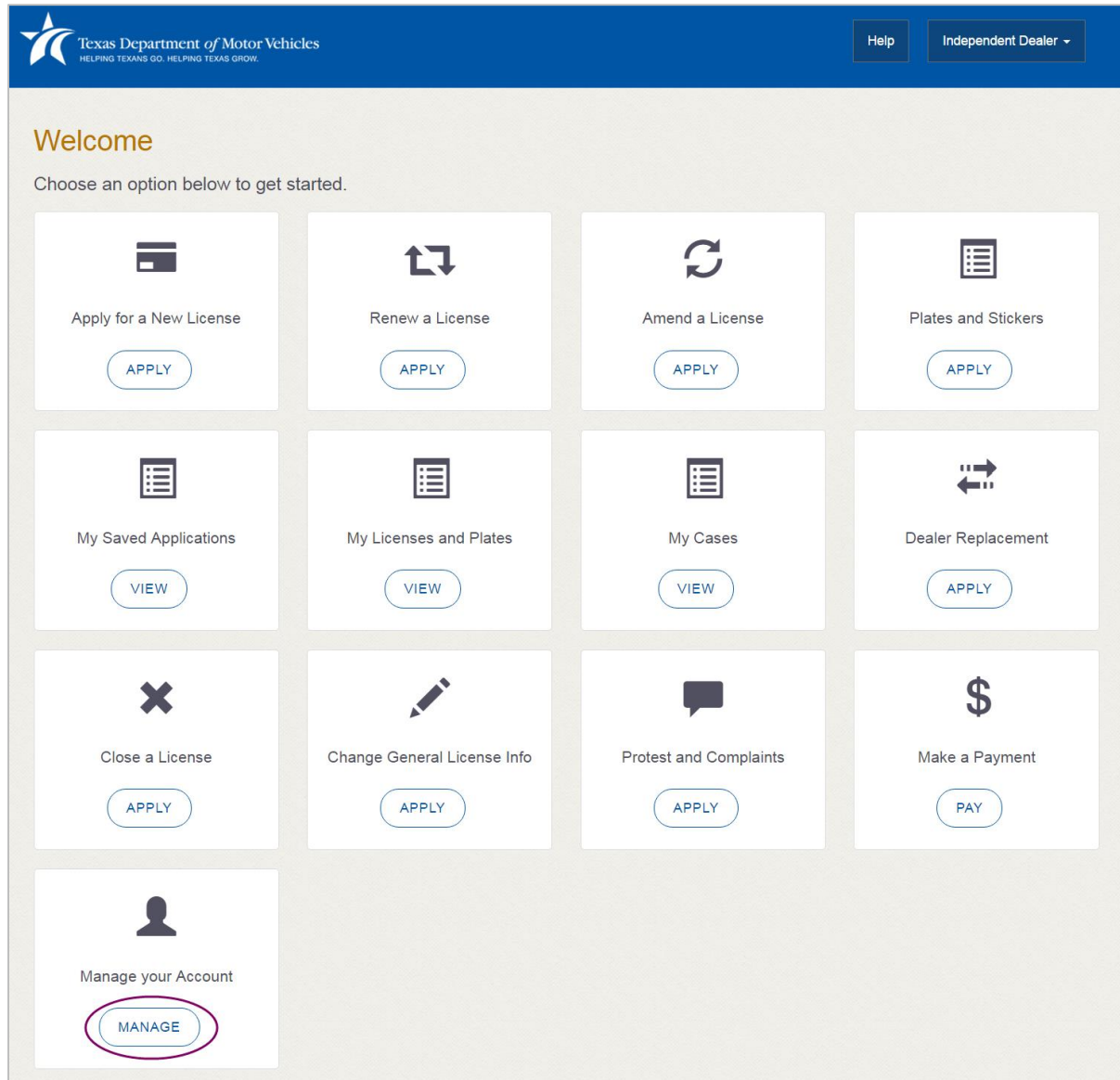
- The applicant or license holder is liable and responsible for all activity conducted in the eLICENSING account.
- The referenced individual is authorized to access my eLICENSING account for the purpose of representing the applicant or license holder for the role indicated; and for conducting business for the applicant or license holder for the role indicated.
- I understand that the individual will continue to have account access until I or a subsequent eLICENSING Administrator for the applicant or the license holder either modify or remove the individual's access to the account; or provide to the Department a written request to modify or remove the individual's access to the account.

BACK GO TO HOME SUBMIT

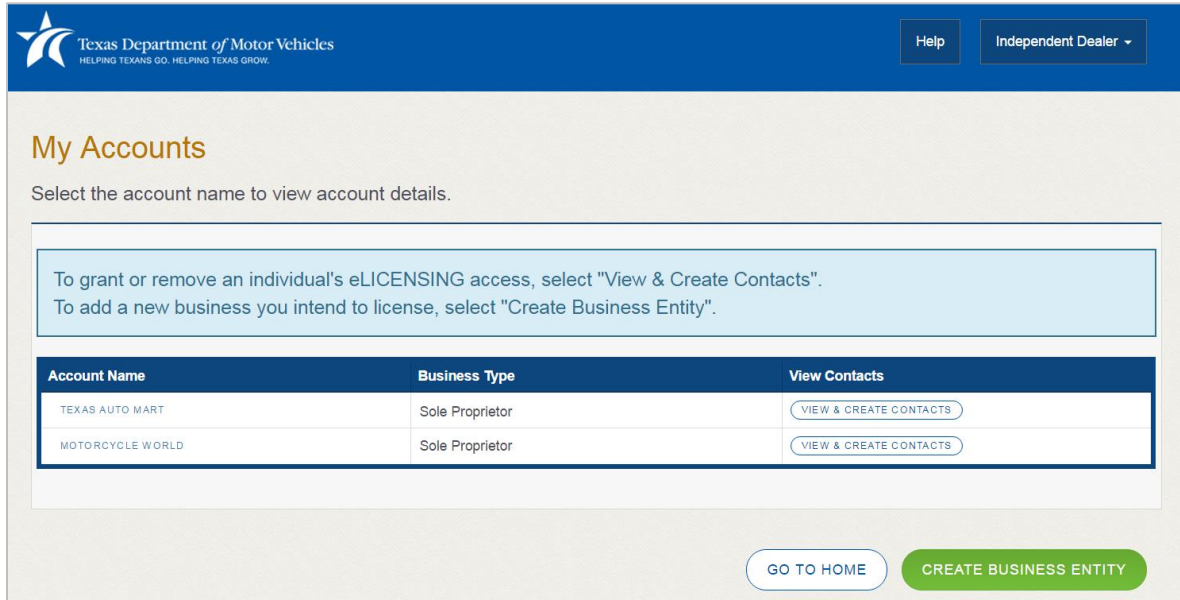
- For **First Name** and **Last Name**, type in the appropriate information.
 - For **Email**, type in the email address where this user can receive email messages.
 - For **Phone**, type in the telephone number where this user can be contacted.
 - For **User Role**, select **Dealer** (for a member of the staff).
 - Carefully read the Liability statement and then click the **SUBMIT** button.
5. On the *My Accounts* page, be sure the new user name, role, email, and telephone number display correctly in the list.

4.3 Adding an Account to Your Organization

1. After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage My Accounts** area.



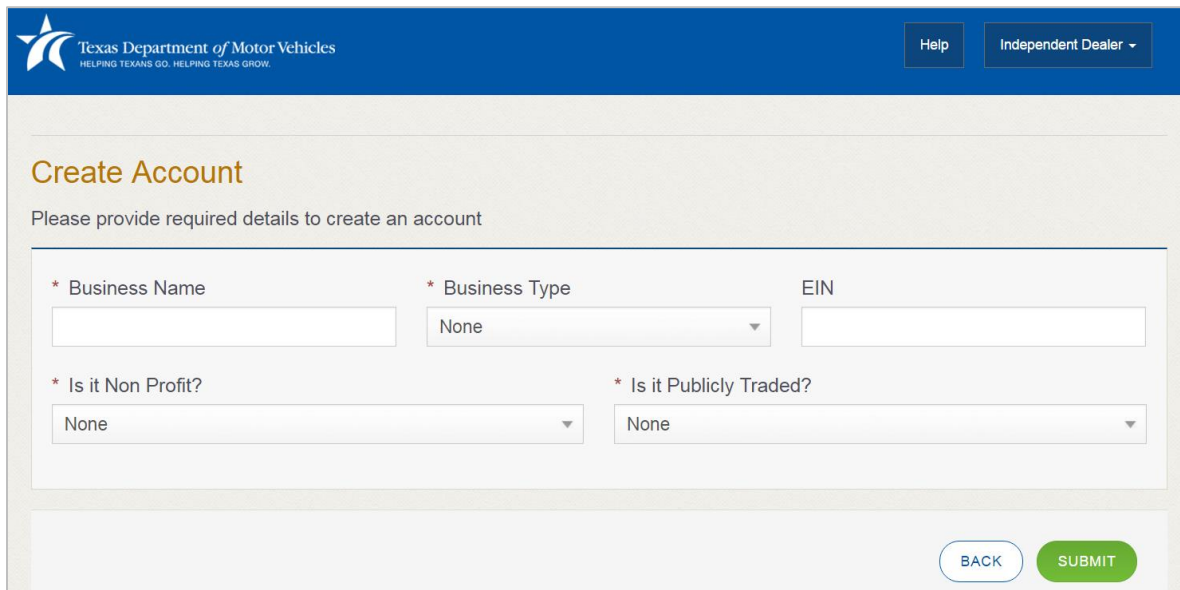
2. On the *My Accounts* page, click the **CREATE BUSINESS ENTITY** button.



The screenshot shows the 'My Accounts' page of the Texas Department of Motor Vehicles. The header includes the department's logo and name, along with 'Help' and 'Independent Dealer' links. The main heading is 'My Accounts' in orange. Below it, a message states: 'Select the account name to view account details.' A light blue box contains instructions: 'To grant or remove an individual's eLICENSING access, select "View & Create Contacts". To add a new business you intend to license, select "Create Business Entity".' A table lists two accounts: 'TEXAS AUTO MART' and 'MOTORCYCLE WORLD', both with a 'Sole Proprietor' business type. Each account has a 'VIEW & CREATE CONTACTS' button. At the bottom right, there are two buttons: 'GO TO HOME' and 'CREATE BUSINESS ENTITY'.

Account Name	Business Type	View Contacts
TEXAS AUTO MART	Sole Proprietor	VIEW & CREATE CONTACTS
MOTORCYCLE WORLD	Sole Proprietor	VIEW & CREATE CONTACTS

3. On the *Create Account* page, fill in the information and click the Submit button.



The screenshot shows the 'Create Account' page of the Texas Department of Motor Vehicles. The header is identical to the previous page. The main heading is 'Create Account' in orange. Below it, a message states: 'Please provide required details to create an account'. The form contains four fields: '* Business Name' (text input), '* Business Type' (dropdown menu with 'None' selected), 'EIN' (text input), '* Is it Non Profit?' (dropdown menu with 'None' selected), and '* Is it Publicly Traded?' (dropdown menu with 'None' selected). At the bottom right, there are two buttons: 'BACK' and 'SUBMIT'.

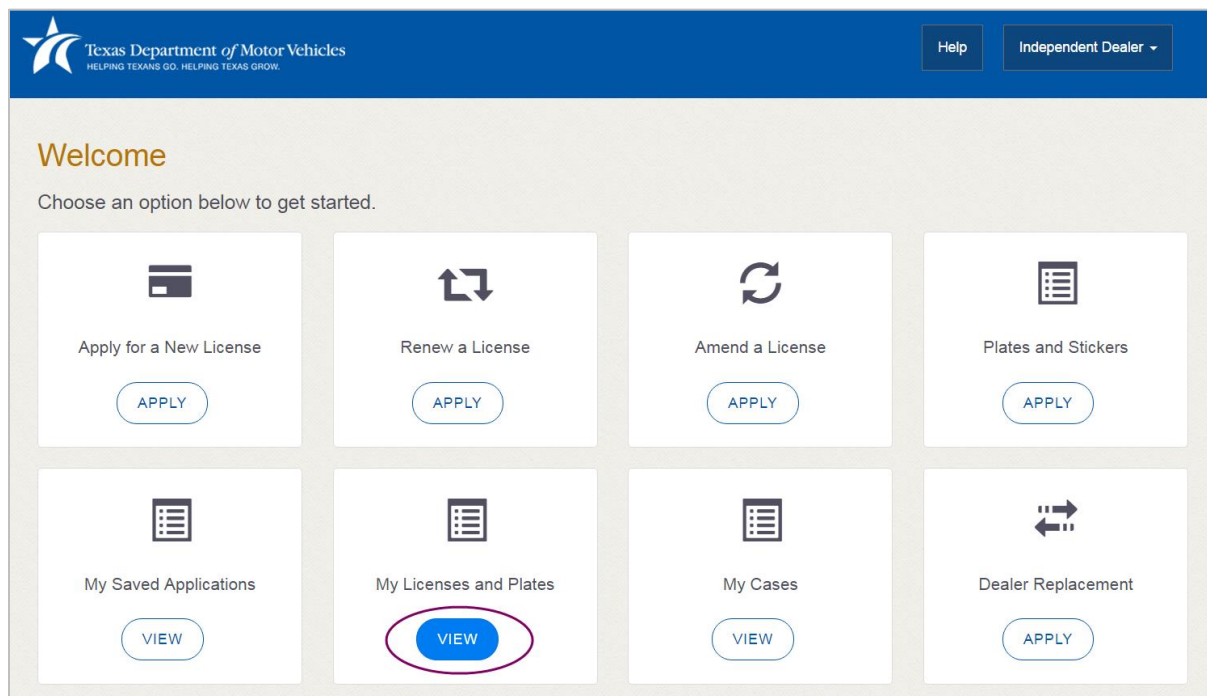
4. On the *My Accounts* page, be sure the new account name displays in the list.

5 Working with Licenses and Plates

You can view the licenses associated with your account and print them if necessary. You can also view the plates associated with your account and order new plates and windshield stickers.

5.1 Viewing and Printing Your Licenses

1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Licenses and Plates** area.



2. On the *Organizations* page, click the drop-down list and select your organization.

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1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

Organizations

Please select the organization linked to your account.

* Select Organization
Texas Auto Mart ▾

CANCEL SAVE AND NEXT

3. From the list of licenses displayed, click the option button of the appropriate license number.

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1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

Licenses

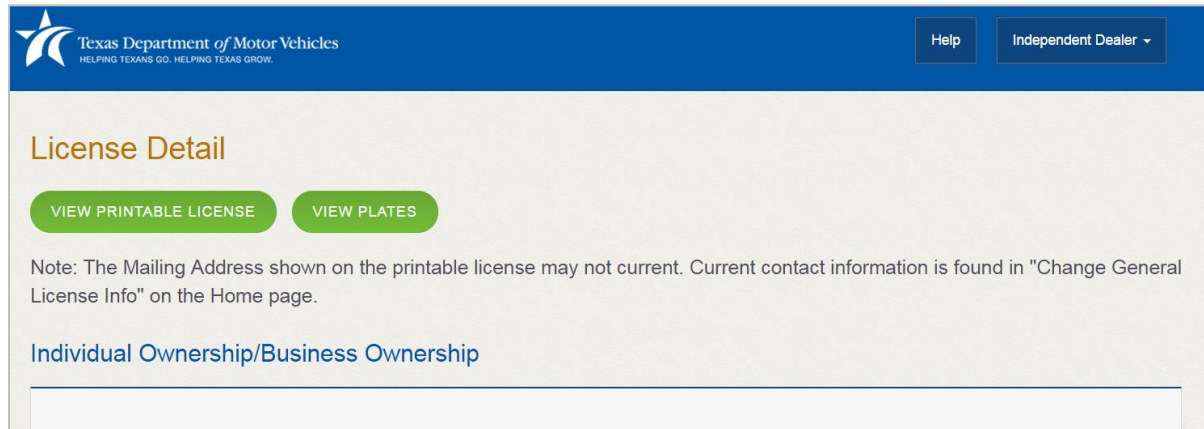
There are multiple licenses associated to your organization. Select the active license for your plate application.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

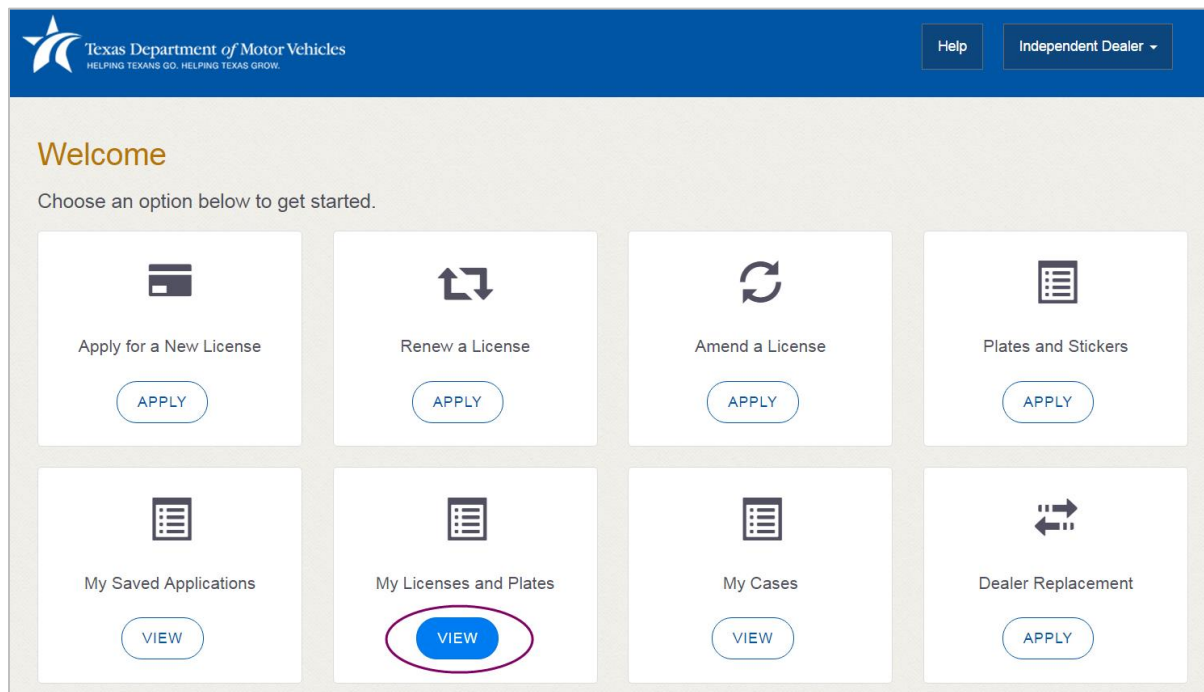
- On the *License Detail* page, review the information.



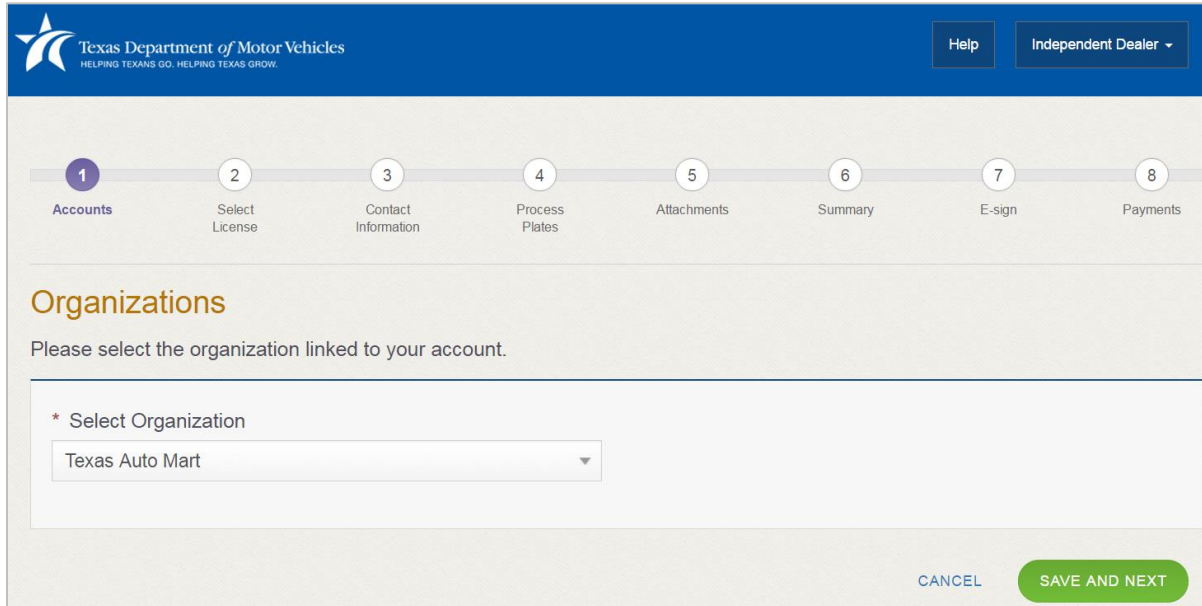
- To print a copy of the license, click the **VIEW PRINTABLE LICENSE** button and send the copy to your printer.

5.2 Viewing Your Plates

- After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Licenses and Plates** area.



- On the *Organizations* page, click the drop-down list and select your organization.



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1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

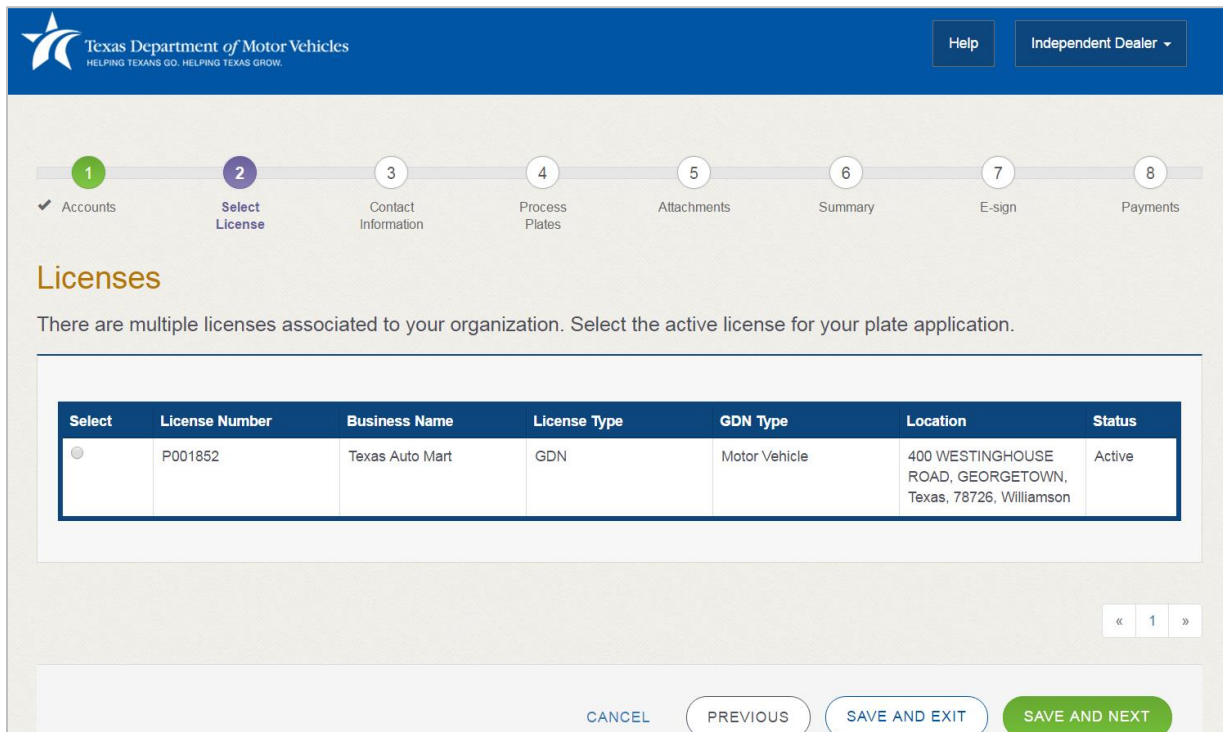
Organizations

Please select the organization linked to your account.

* Select Organization
Texas Auto Mart ▾

CANCEL SAVE AND NEXT

- From the list of licenses displayed, click the appropriate license number.



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1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

Licenses

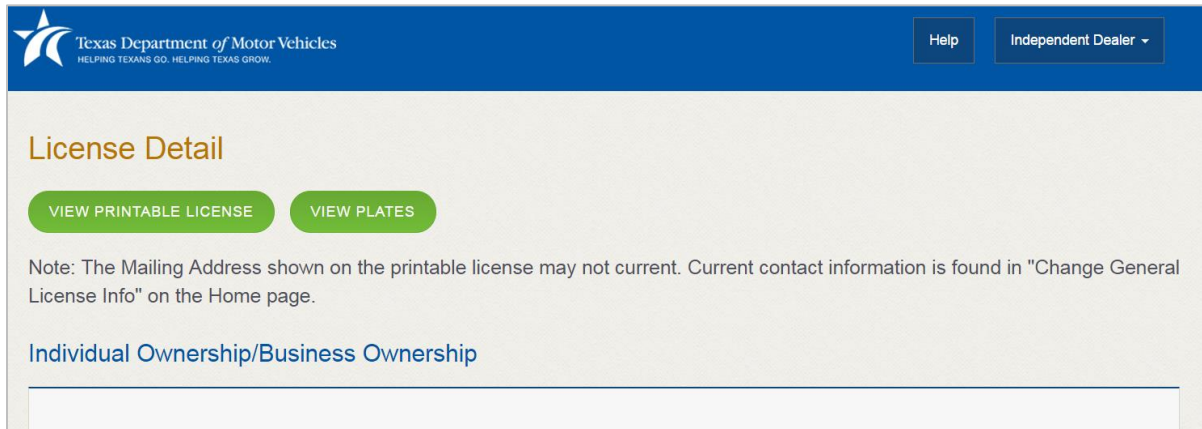
There are multiple licenses associated to your organization. Select the active license for your plate application.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- On the *License Detail* page, click the **VIEW PLATES** button.



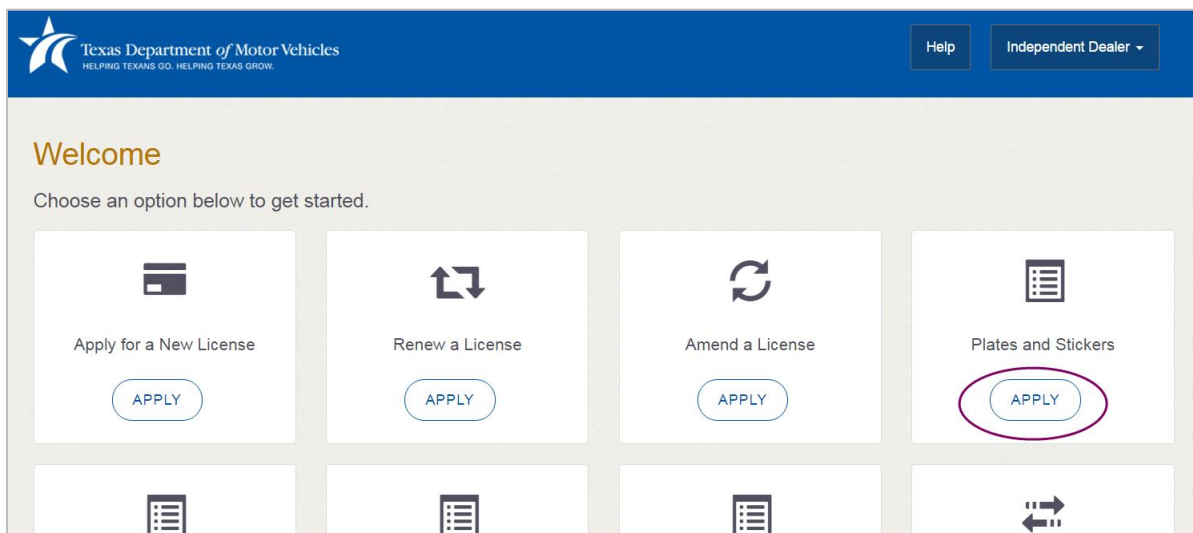
- On the *Current Plates* page, review the information.

5.3 Ordering New License Plates and Stickers

To order new plates, you must submit an application. During the application process, you will be asked about the amount of sales that requires you to purchase additional plates and must upload and attach a file containing proof of the sales.

5.3.1 Applying for the New Plates

- After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Plates and Stickers** area.



2. On the *Organizations* page, click the drop-down list and select your organization.

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1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

Organizations

Please select the organization linked to your account.

* Select Organization
Texas Auto Mart ▾

CANCEL SAVE AND NEXT

3. On the *Licenses* page, click the option button for appropriate license for the plate application and click the **SAVE AND NEXT** button.

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1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

Licenses


There are multiple licenses associated to your organization. Select the active license for your plate application.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- On the *Contact Information* page, type in a new contact if necessary and then click the **SAVE AND NEXT** button


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Help
Independent Dealer ▼

1 Accounts
2 Select License
3 Contact Information
4 **Process Plates**
5 Attachments
6 Summary
7 E-sign
8 Payments

Confirm your contact information is correct or make changes as necessary:

License Contact Information

First Name

Middle Name

Last Name

Independent

Dealer

* Email

Phone

independentcardealer@gmail.com

(555) 555-1111

License Information

Business Website

Business Phone

www.texasautomart.com

(655) 123-4567

Business Email

Business Fax

staff@texasautomart.com

Mailing Address

* Address Line 1

Address Line 2

400 WESTINGHOUSE ROAD

* City

* State

* Zip

* County

GEORGETOWN

Texas ▼

78726

Williamson ▼

* Country

USA ▼

VALIDATE ADDRESS

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

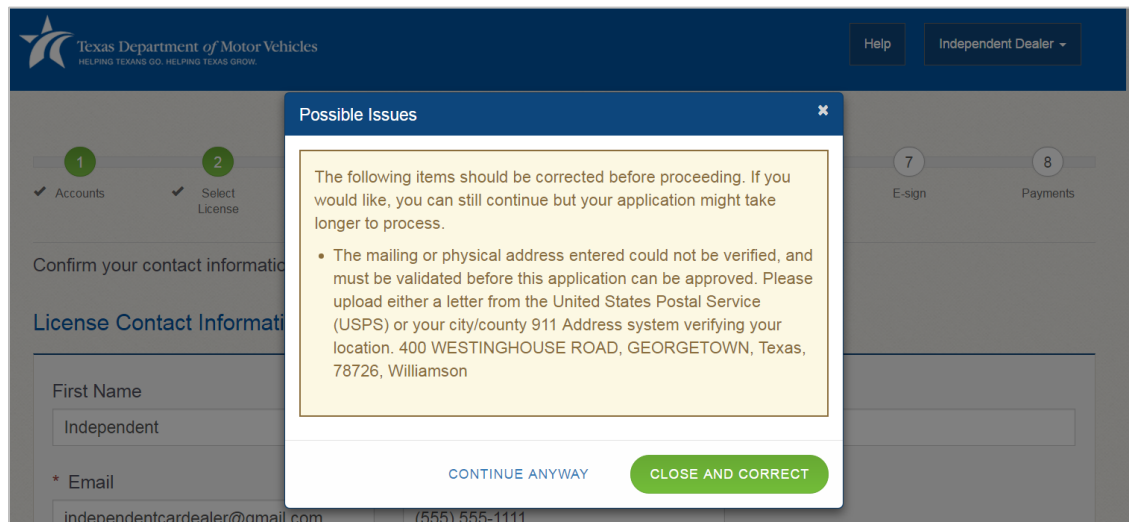
5. On the *Select the Application Reason* page, click the **Purchase additional plates** option.

6. On the *Purchase Additional Plates* page:

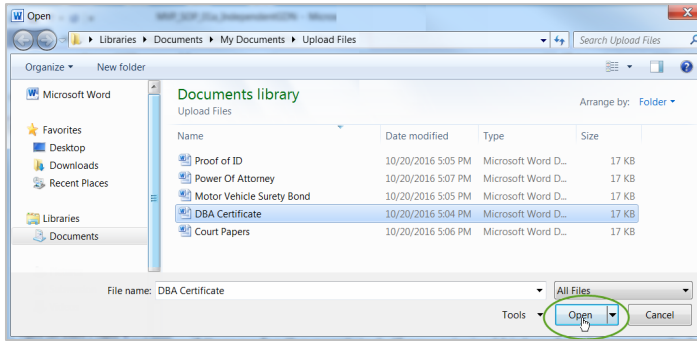
License	Expiration Date	Current Active Plate Count	Quantity Requested of Motorcycle Plates	Quantity Requested of Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit	Quantity of Vehicles Sold in the Last 12 Months
P001745	12/31/2018	2	<input type="text"/>	<input type="text"/>	0	2	2	<input type="text"/>

- a. For **Quantity Requested**, type the number of plates to order in the field for the license plate size you need. (Motorcycle plates are smaller.)

- b. If you are ordering plates, do not check the **Replacement Stickers** box. (You cannot order plates and stickers-only in one request. They must be two separate requests.)
 - c. Click the **SAVE AND NEXT** button.
7. On the *License Contact* page, verify the information is correct (or make any necessary changes) and click the **SAVE AND NEXT** button.
8. If the application has issues that need to be resolved, the *Possible Issues* popup displays.



9. To:
 - Resolve issues, click the **CLOSE AND CORRECT** button to get to the page and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - Skip making fixes at this time, click the **CONTINUE ANYWAY** button.
10. On the *Attachments* page, for **Proof of Sales**:
 - a. Click the **CHOOSE FILE** button.
 - b. In the *Open Windows* dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



- c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

11. If the *Problems with Your Application* page displays:

- a. Click the **REVISIT** button to return to the page with error, make the correction and then click the **SAVE AND NEXT** button.
- b. Click the **NEXT** button.

12. On the *Summary* page, verify the information is correct and then click the:

- **SAVE AND NEXT** button to continue on to sign and pay for this application.

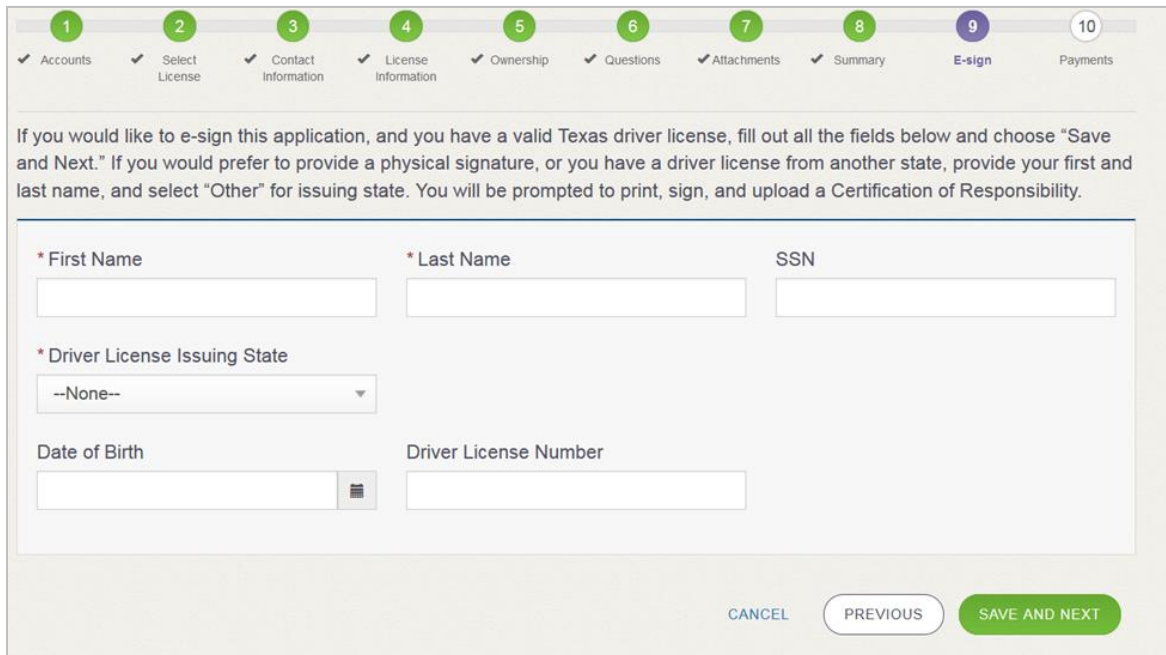
- **SAVE AND EXIT** button to place this application in your Saved Applications list with a Pending Status. You can retrieve it from the Saved Applications and finish it when you are ready.

5.3.2 Signing the Application

If you are not going to be making a payment immediately, you can save and exit the application on the Summary page.

5.3.2.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:



1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 **E-sign** 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

--None--

Date of Birth Driver License Number

CANCEL PREVIOUS **SAVE AND NEXT**

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

Note: If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 5.3.2.2.

- c. For **SSN**, type in the numbers and dashes of your social security number.
- d. From the **Driver License Issuing State** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license

- f. For **Driver License Number**, type in the string of number and letters.
 - g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
 - h. Click the **SAVE AND NEXT** button.
2. On the *Certificate of Responsibility* page:

Certificate of Responsibility

Please read carefully and accept terms and conditions

Applying for a GDN License

- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the Department
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

☐ I Agree

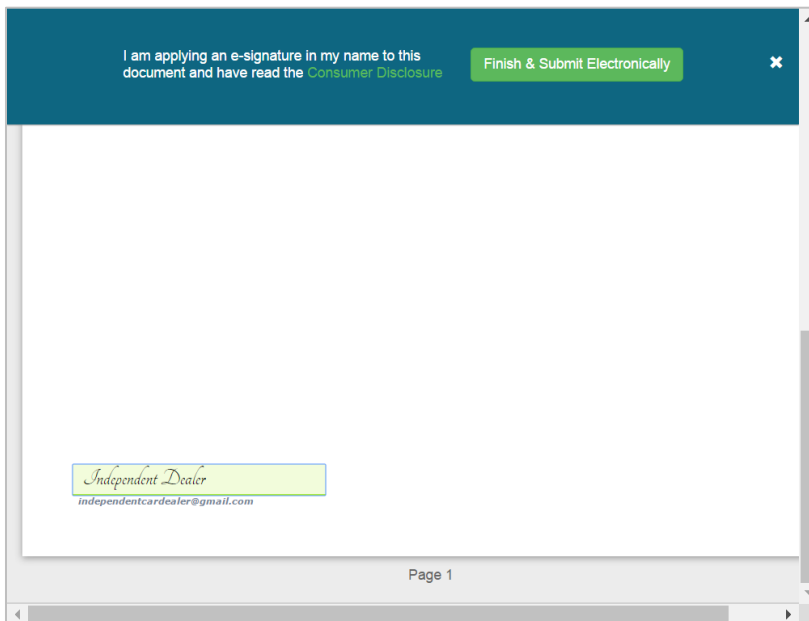
Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

E-SIGNATURE

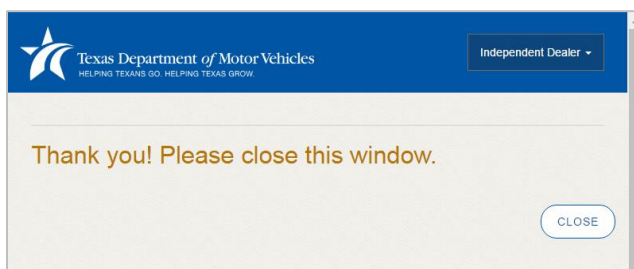
CANCEL PREVIOUS SAVE AND NEXT

- a. Carefully read the terms and conditions for the license.
- b. Click the **I Agree** option button.
- c. Click the **E-SIGNATURE** button.

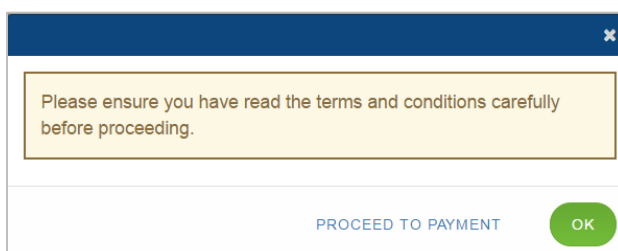
3. On the popup:
 - a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



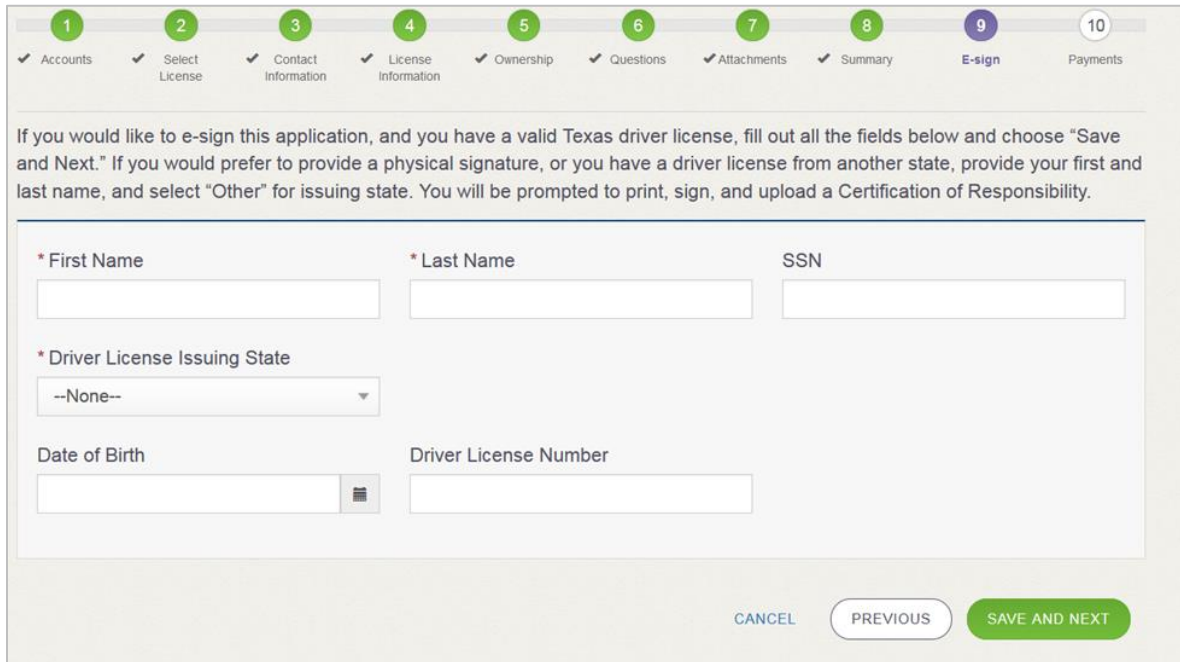
5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, click the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 75.

5.3.2.2 Signing without a Valid Texas Driver's License

1. On the eSign page displayed:



1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

--None--

Date of Birth Driver License Number

CANCEL PREVIOUS SAVE AND NEXT

- For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- For Driver License Issuing State select Other. The screen automatically updates to include the Certificate of Responsibility.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

1

2

3

4

5

6

7

8

9

10

✓ Accounts

✓ Select License

✓ Contact Information

✓ License Information

✓ Ownership

✓ Questions

✓ Attachments

✓ Summary

E-sign

Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name

Steven

* Last Name

McGarrett

SSN

* Driver License Issuing State

Other

Date of Birth

Driver License Number

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Browse...

No file selected.

UNDO

UPLOAD


CANCEL


PREVIOUS

SAVE AND NEXT

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF to your local printer.

4. Carefully read the document and sign and date it.

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Certificate of Responsibility

Plate Application

Please read carefully and accept the terms and conditions. By signing below, the license holder certifies the following:

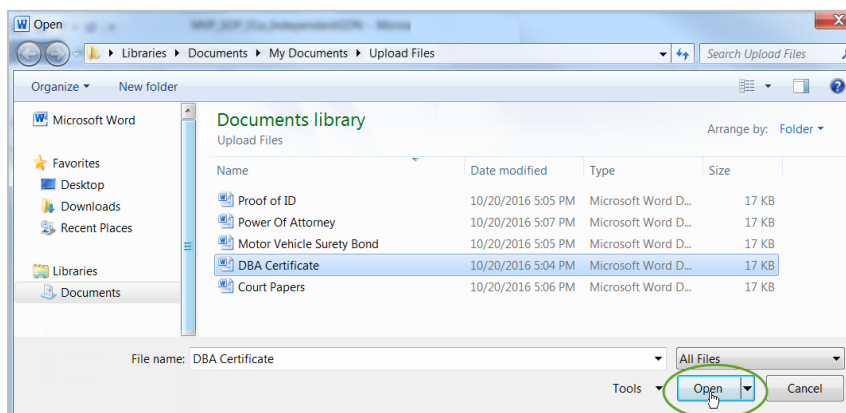
- All the information contained in the application and any attachments is true and correct;
- The license holder will not use or permit plates to be used for any purpose other than those specified in Texas Occupations Code Chapter 2301 and Transportation Code Chapter 503; and
- The license holder agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the license holder's possession or control.

Date: _____ Printed Name: _____

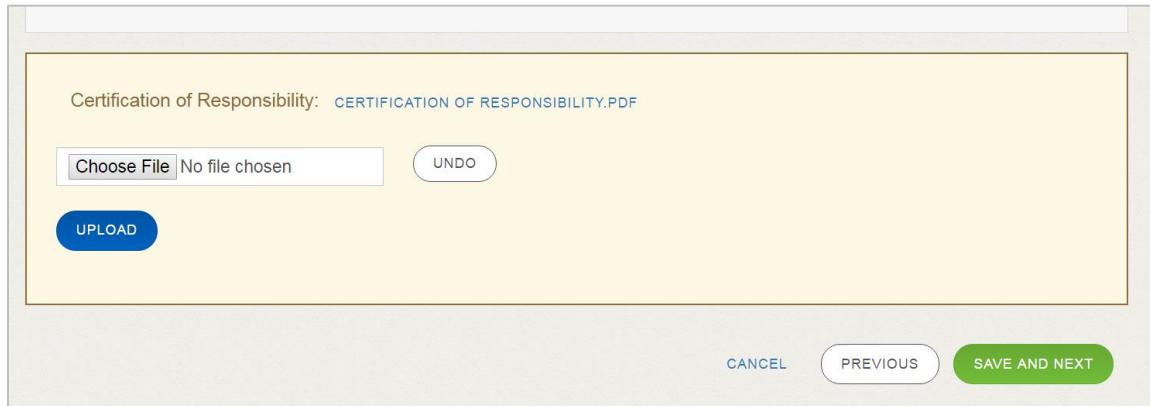
Authorized Signature: _____

Title: _____

5. To upload and attach the signed document to this plate application:
 - a. Scan the document to a file and save it to your local computer (or a shared network resource).
 - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
 - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

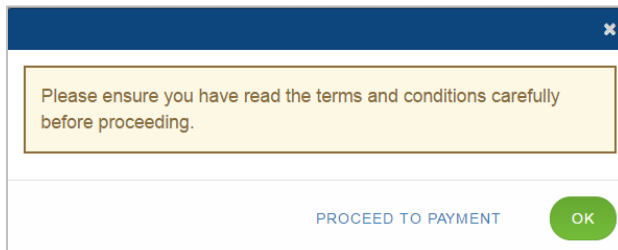


- d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



5.3.3 Payments and Application Submission

You can either pay the fees associated with this application, pay all applications (if you have multiple), or work on another license application and then combine the payments into one transaction later.

1. To return to the *Welcome* page and work on another application, click the **ADD APPLICATION** button. Otherwise: On the *Payment Summary* page, click the option button of the application or click the **Select All** option button.

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ? [ADD APPLICATION +](#)

Applications for Payment :

☐ Select All

☐ 000059720 Plate/Sticker GDN Application P001852

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
GDN New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate	6		\$540.00
				Total	\$540.00

Subtotal : \$0.00

- On the bottom of the page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☐ Credit Card ☐ ACH/eCheck

Grand Total : \$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

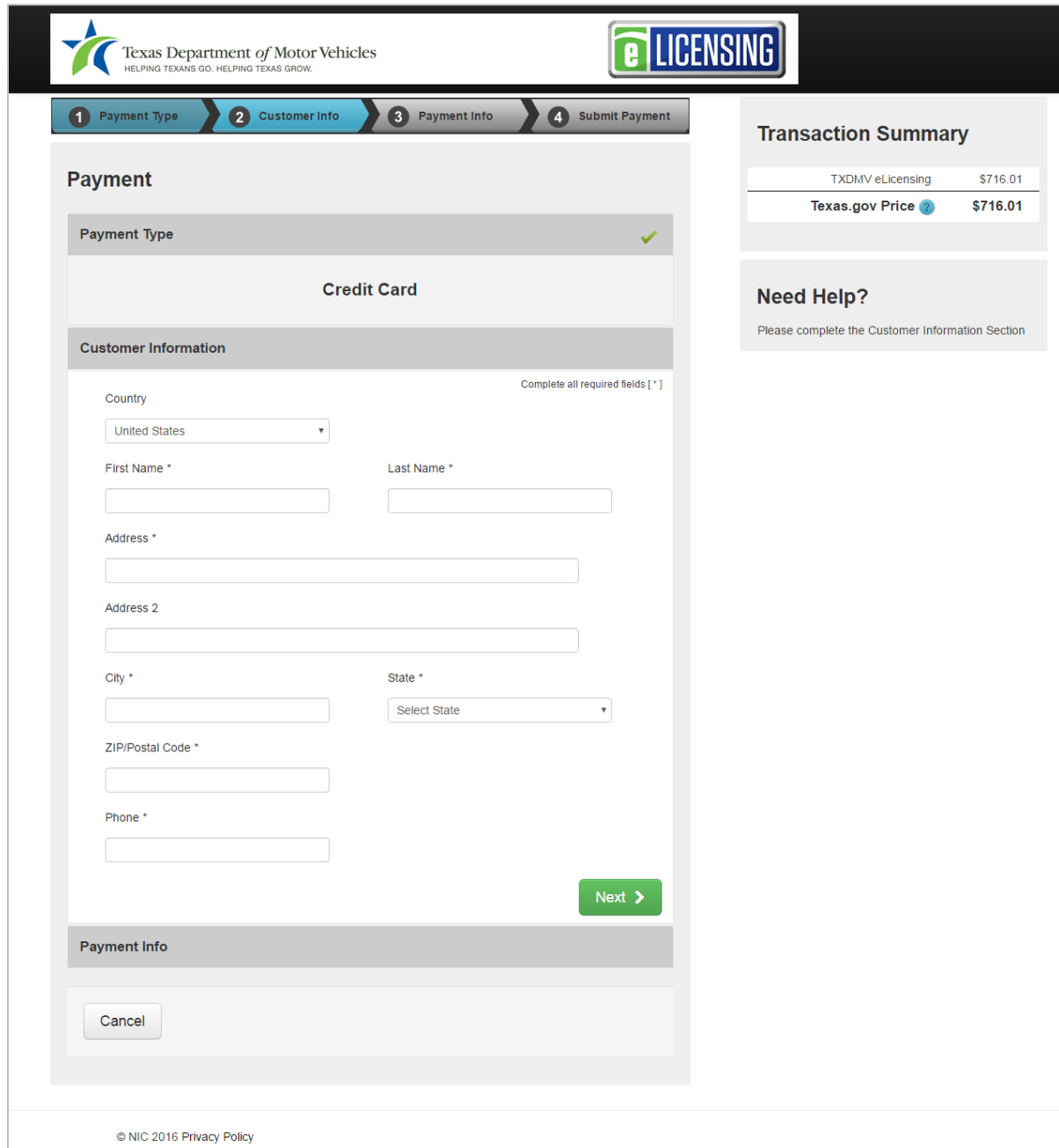
You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

[EXIT](#) [PROCEED TO PAY](#)

- Read the payment processing note and click the **PROCEED TO PAY** button.

Note: Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

4. In the **Customer Information** section on the *Payment* page:



Payment

Payment Type ✓

Credit Card

Customer Information

Country Complete all required fields [*]

First Name *

Last Name *

Address *

Address 2

City *

State *

ZIP/Postal Code *

Phone *

Next >

Payment Info

Cancel

Transaction Summary

TXDMV eLicensing	\$716.01
Texas.gov Price ?	\$716.01

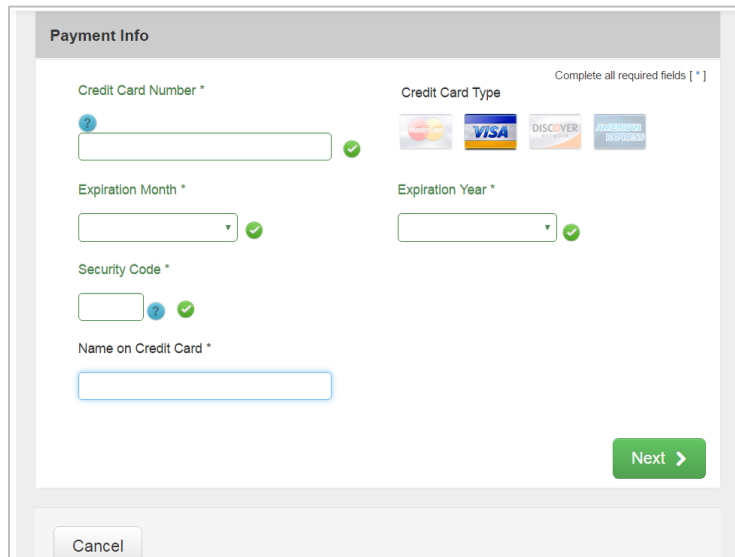
Need Help?
Please complete the Customer Information Section

© NIC 2016 Privacy Policy

- For **First Name**, type in your first name as it appears on the credit card being used.
- For **Last Name**, type in your last name as it appears on the credit card being used.
- For **Address**, type in the street number and name of the street used to bill the credit being used.

- d. For **Address 2**, type in additional information (like the suite or building number).
- e. For **City**, type in the name of the city.
- f. For **State**, select the name of the state from the dropdown list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.

5. In the **Payment Info** section on the *Payment* page:



- a. For **Credit Card Number**, type in the string of numbers from the credit card.
- b. For **Expiration Month**, select the appropriate month from the drop-down.
- c. For **Expiration Year**, select the appropriate year from the drop-down.
- d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
- e. For **Name**, type in the name as it appears on the credit card.
- f. Click the **Next** button.

6. In the **Verification** section, enter the characters from the image displayed.

Verification



Enter the characters from the above image:

7. Click the **Submit Payment** button.
8. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page.

Payment Status :

Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

9. Click the **NEXT** button.
10. On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page.

Applications Submitted

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000061080	ConversionPlus	Converter	Received

6 Amending a License

You can apply to amend your license if you need to:

- Change your business name if you convert from one entity to another or make an update to it (for example, from Smith and Son to Smith Family)
- Change ownership and management information
- Change the 911 Address if the city or county changes the address of the office/dealership location
- Add, remove, or update address locations (including supplemental locations) and assumed names (DBAs)
- Manage line makes of vehicles converted
- Manage conversion packages

Note: To make changes to general information, like the license contact, refer to the section about changing the general license information on page 132.

6.1 Amendment Fee

The fee to amend a license is \$25.

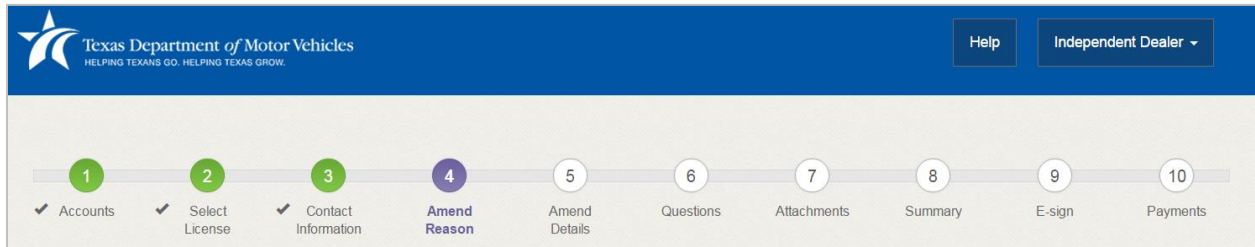
6.2 Gathering Information for this Application

You may need to scan information into files and save them to your local computer or a shared resource you can access. Depending on the reason for your amendment, you may need files containing scanned copies of the:

- DBA certificates that have changed
- Certificate of Conversion filed with the Texas Secretary of State or the state in which you are incorporated.
- Amended Corporate papers filed with the Texas Secretary of State or the state in which you are incorporated.
- Certificate of Filing issued by the Texas Secretary of State or the state in which you are incorporated.

6.3 Applying for the Amendment to a License

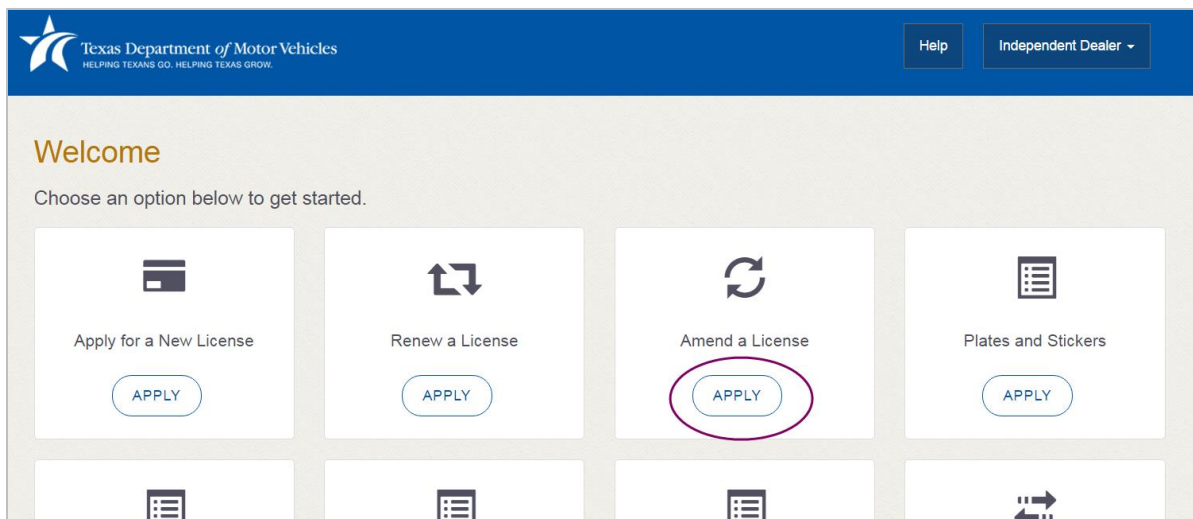
The steps for amending your license depend on the reason you are amending it.



- The Accounts, Select License, and Contact Information steps are the same for each reason.
- The Amend Reason, Amend Details, Questions, and Attachments steps are different depending on the reason selected.
- The Summary, Sign, and Payments steps are the same for each reason.

6.3.1 Getting Started

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Amend a License** area.



6.3.2 Accounts

1. On the *Organizations* page, click the drop-down list and select your organization and click the **SAVE AND NEXT** button.

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1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Organizations

Please select the organization linked to your account.

* Select Organization
- None - ▾

CANCEL SAVE AND NEXT

6.3.3 Select License

1. On the *Licenses* page, click the license and click the **SAVE AND NEXT** button.

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1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Licenses

Select the License to make amendment to

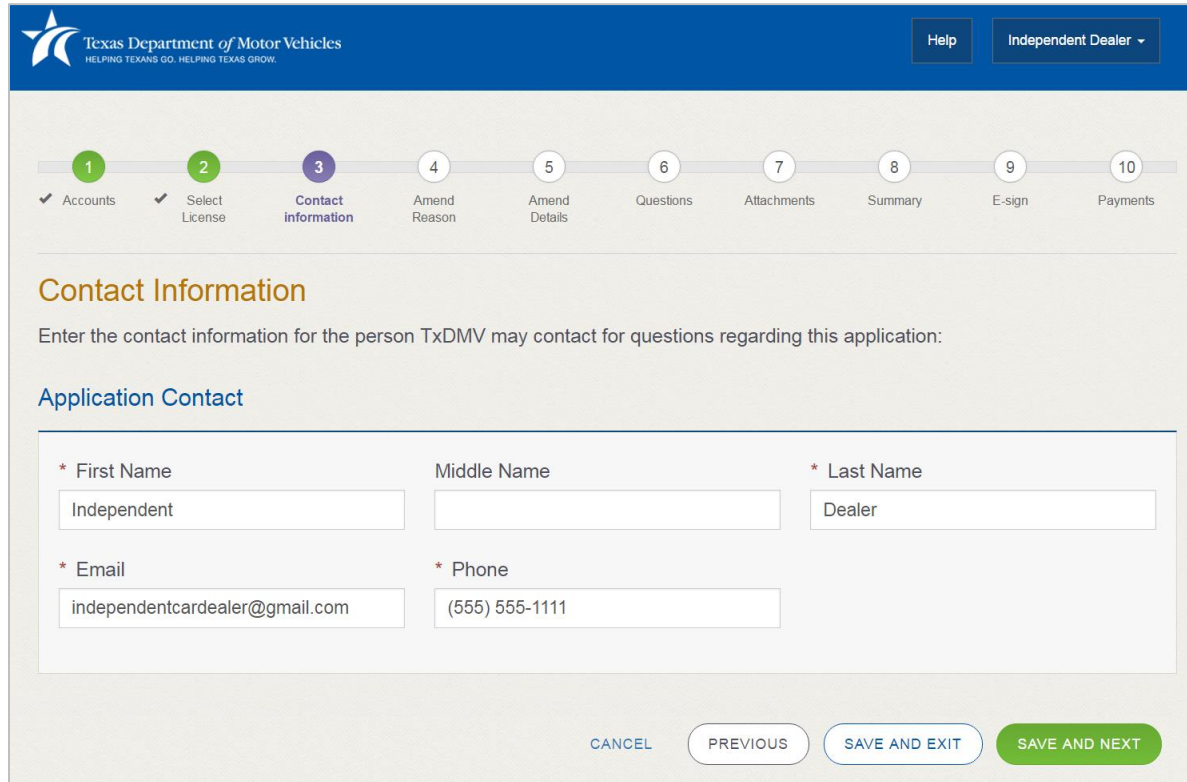
Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

6.3.4 Contact Information

1. On the *Contact Information* page, make any changes that apply and click the **SAVE AND NEXT** button.



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Help Independent Dealer ▼

1 Accounts 2 Select License 3 **Contact Information** 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

Application Contact

* First Name Middle Name * Last Name

Independent Dealer

* Email * Phone

independentcardealer@gmail.com (555) 555-1111

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

6.3.5 Amend Reason

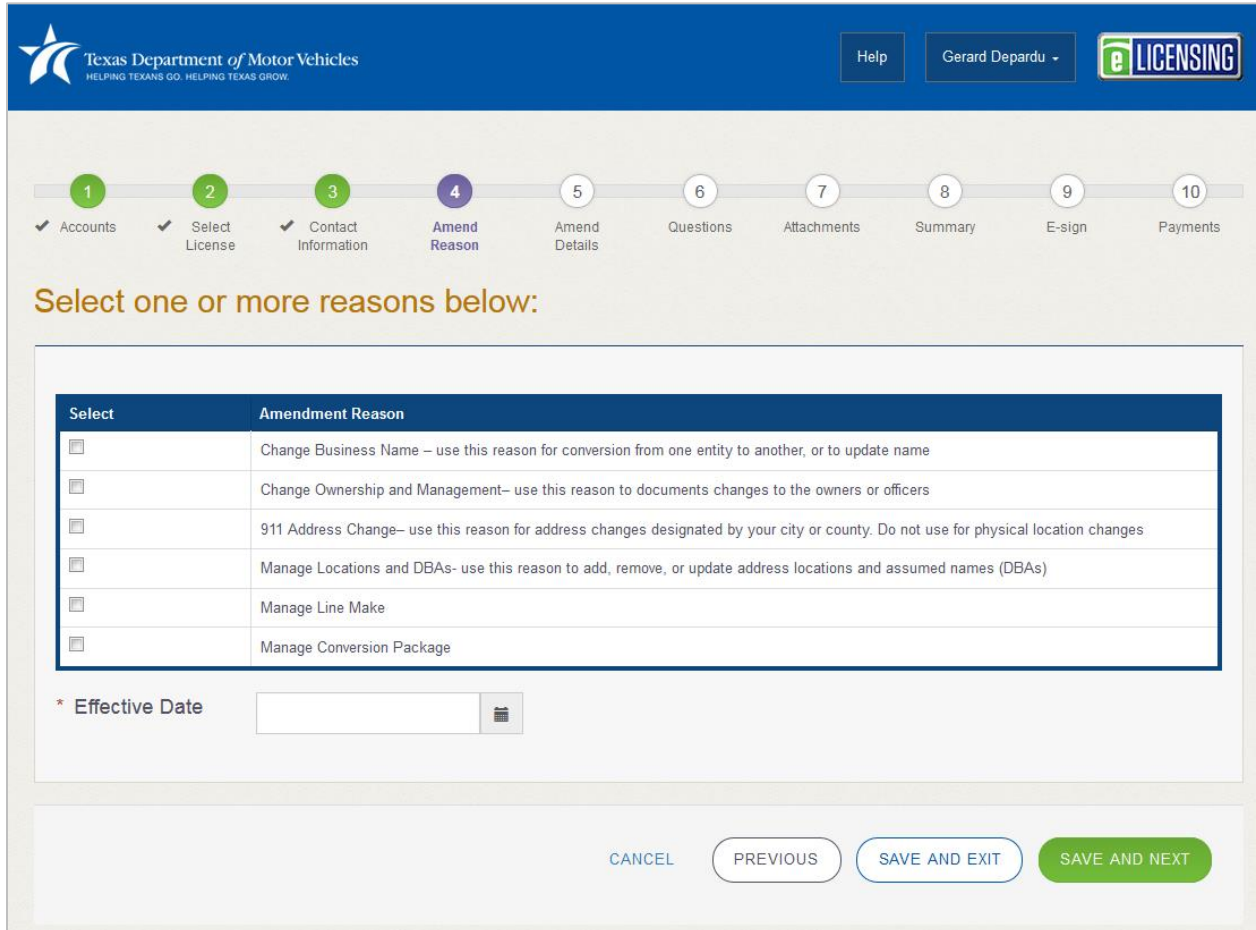
On *Amend Reason* page, if you select:

- Change Business Name, continue with the next section below.
- Change Ownership Management, skip to page 89.
- 911 Address Change, skip to page 96.
- Manage Location and DBAs, skip to page 103.
- Manage line makes of vehicles converted, skip to page 111.
- Manage conversion packages, skip to page 117.

6.3.5.1 Change Business Name

For a change business amendment, you will be required to upload your amended Certificate of Filing by the Texas Secretary of State on the Attachments page.

1. On the *Amend Reason* page:




1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information **Amend Reason** Amend Details Questions Attachments Summary E-sign Payments

Select one or more reasons below:

Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	911 Address Change– use this reason for address changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Locations and DBAs- use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	Manage Line Make
<input type="checkbox"/>	Manage Conversion Package

* Effective Date 

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

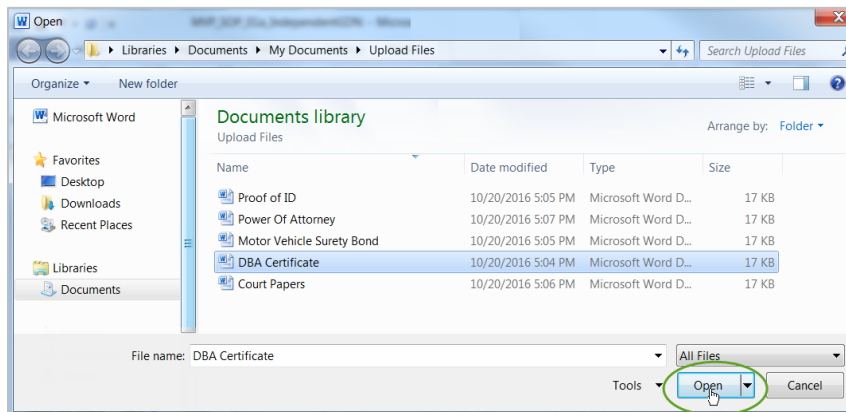
- Click the **Change Business Name** checkbox.
- For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
- Click the **SAVE AND NEXT** button.

2. On the *Business Information* page, make your change and click the **SAVE AND NEXT** button.

3. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button. Note that not having a clearly visible sign will cause your application approval to be delayed until you can submit proof of the sign.

4. On the *Required Attachments* page, for each item displayed:

- Click the **CHOOSE FILE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



- c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.

- To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

- For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

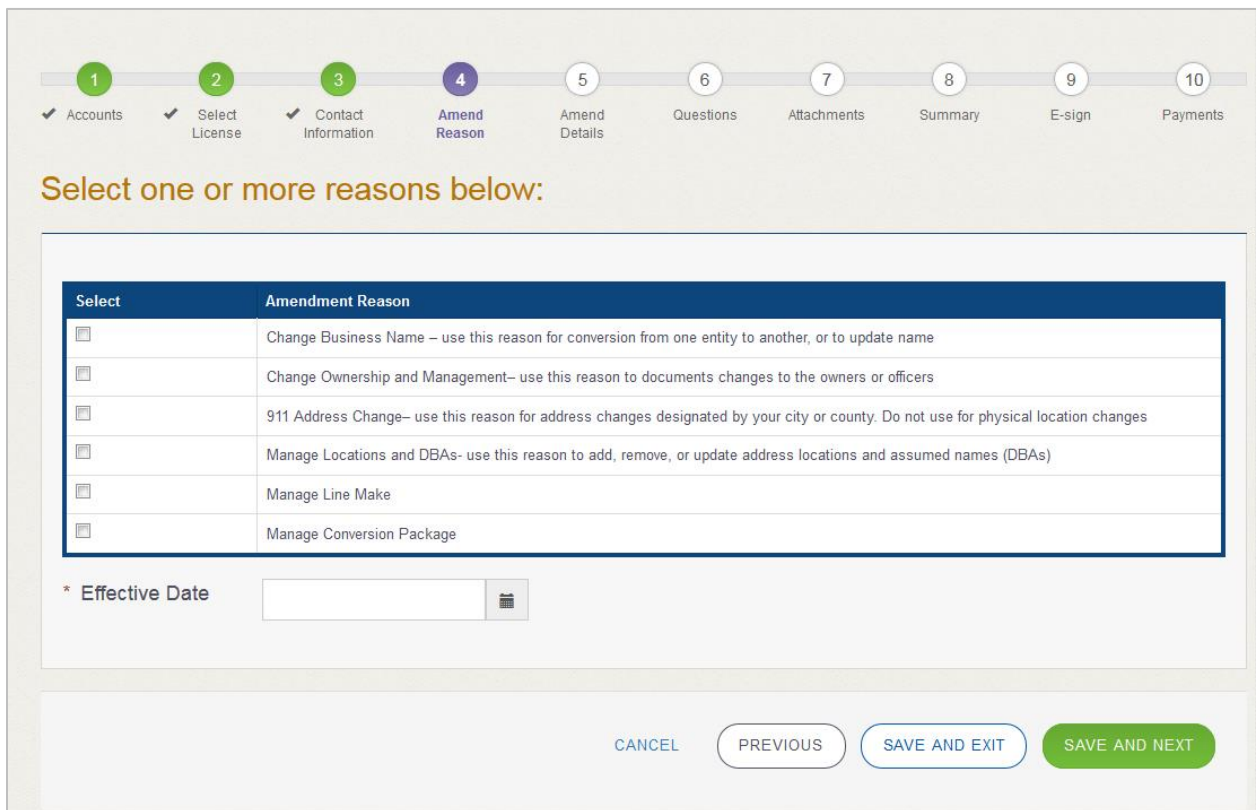
- When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
- If the *Problems with Your Application* page displays:

- a. To return to the page on which the issue can be resolved, click the **REVISIT** button and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - b. To skip making fixes at this time, click the **NEXT** button to display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.
9. Skip to the Summary section on page 120.

6.3.5.2 Change Ownership Management

For a change ownership management amendment, you will be required to upload the proof of identity of any owners you add and your amended Certificate of Filing by the Texas Secretary of State on the *Attachments* page.

1. On the *Amend Reason* page:



Select one or more reasons below:

Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	911 Address Change– use this reason for address changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Locations and DBAs- use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	Manage Line Make
<input type="checkbox"/>	Manage Conversion Package

* Effective Date

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- a. Click the **Change Ownership and Management** checkbox.
- b. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
- c. Click the **SAVE AND NEXT** button.

2. On the *Ownership* page:

- a. Make your changes. For example, you can split the ownership between 2 owners, or change to a corporation.

Ownership

Enter the business ownership details below.

Individual Ownership

Name	Date of Birth	Ownership % - Total must equal 100%	Actions
Independent Vehicle	10/31/1956	100.00%	EDIT DELETE

Requested Changes

Name	Date of Birth	Ownership %	Action Performed	Actions
Son Dealership	10/01/1990	50.00%	New Entity Added	EDIT DELETE
Independent Vehicle	10/31/1956	50.00%	Entity Updated	EDIT DELETE

[+ NEW OWNERSHIP](#)

- b. Scroll to the **Ownership Questions** section and answer the questions.

Ownership Questions

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending? [--None--](#)

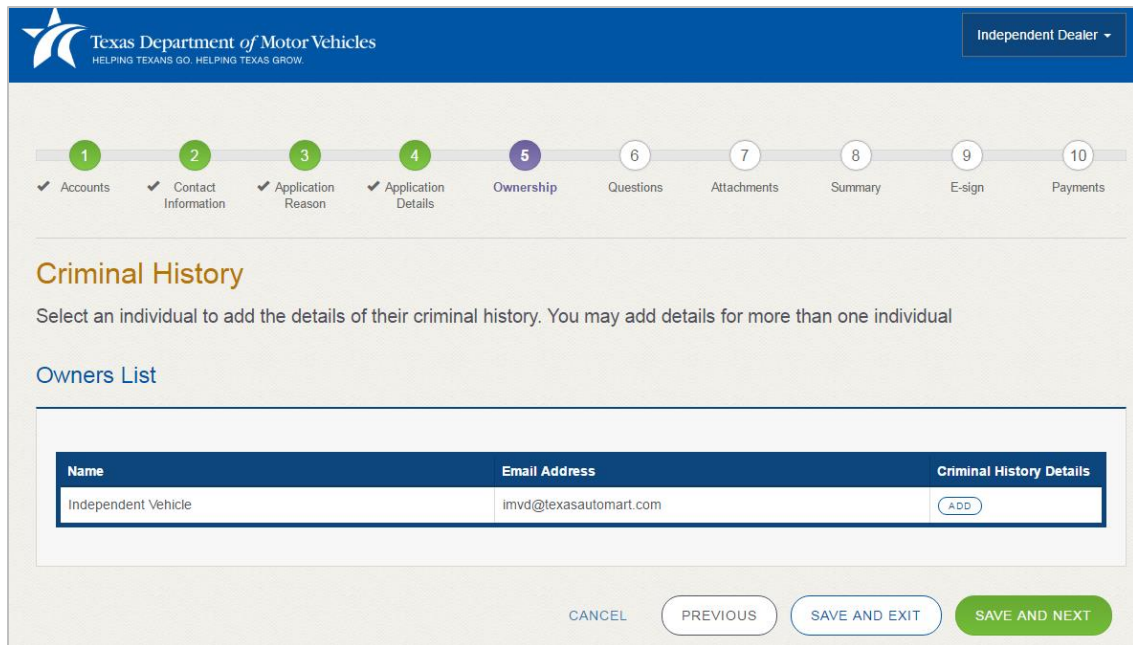
* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? [--None--](#)

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? [--None--](#)

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice? [--None--](#)

[CANCEL](#) [PREVIOUS](#) [SAVE AND EXIT](#) [SAVE AND NEXT](#)

- c. Click the **SAVE AND NEXT** button.
- d. If the *Criminal History* page displays, click the **ADD** button for the first owner listed.



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1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details Ownership Questions Attachments Summary E-sign Payments

Criminal History


Select an individual to add the details of their criminal history. You may add details for more than one individual

Owners List

Name	Email Address	Criminal History Details
Independent Vehicle	imvd@texasautomart.com	ADD

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- e. On the *Criminal History Details* popup:


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Criminal History Details. Separate details must be provided for each offense.

Name
Independent Dealer

Encrypted SSN
***-**-6789

Email
idependentdealer@texasautomart.com

Date of Birth
31/10/1956

Offense and Charge

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication
DUI

* Date of Offense
09/12/2000

Date of Conviction/Deferred Adjudication
01/05/2001

* Is the person currently on parole or probation?
No

* County
Williamson

* State
Texas

* Court
Municipal

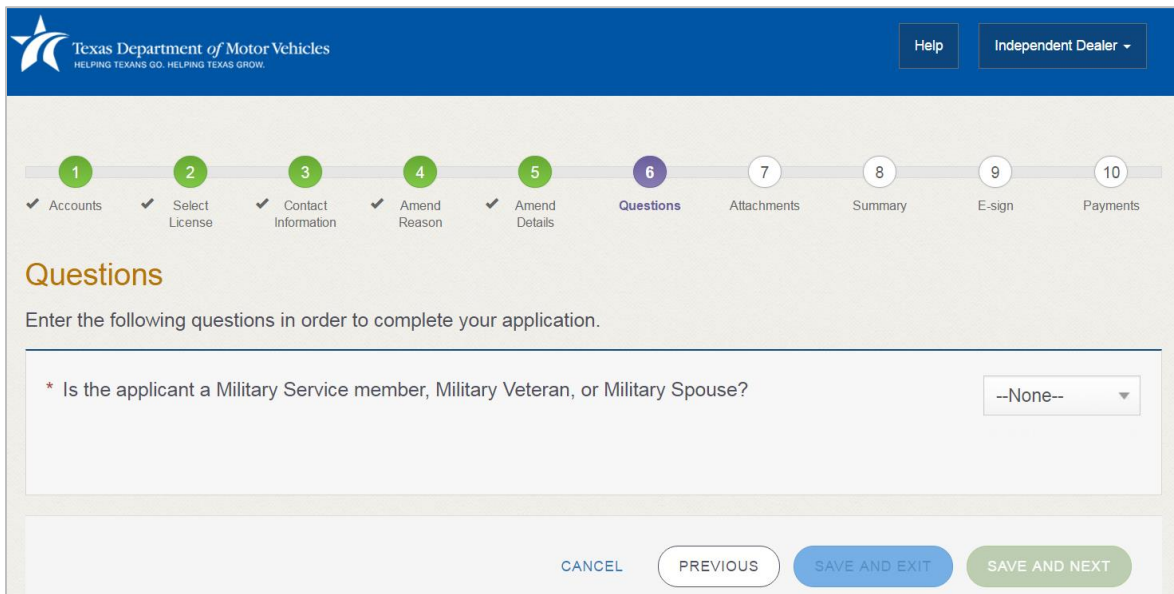
* Sentence or Action imposed by court(example- six months in Travis County Jail):
6 month in Williamson County Jail

* Describe the events and circumstances that lead to the charge.
Drank too much

CLOSE UPDATE

- 1) In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- 2) For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
- 3) For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar)
- 4) For **Is person currently on parole or probation**, select Yes or No.
- 5) For **County**, type in the name of the county in which the offense occurred.
- 6) For **State**, type in the name of the state in which the offense occurred.
- 7) For **Court**, type in the type of court in which the offense was adjudicated.
- 8) For **Sentence or Action Imposed by court**, type in a brief description of the court decision.

- 9) For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
 - 10) Click the **UPDATE** button.
- f. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.
 - g. When you are finished, click the **SAVE AND NEXT** button.
- Note:** On the *Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.
3. On the *Questions* page, answer the question presented and click the **SAVE AND NEXT** button.



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1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Select License ✓ Contact Information ✓ Amend Reason ✓ Amend Details **Questions** Attachments Summary E-sign Payments

Questions

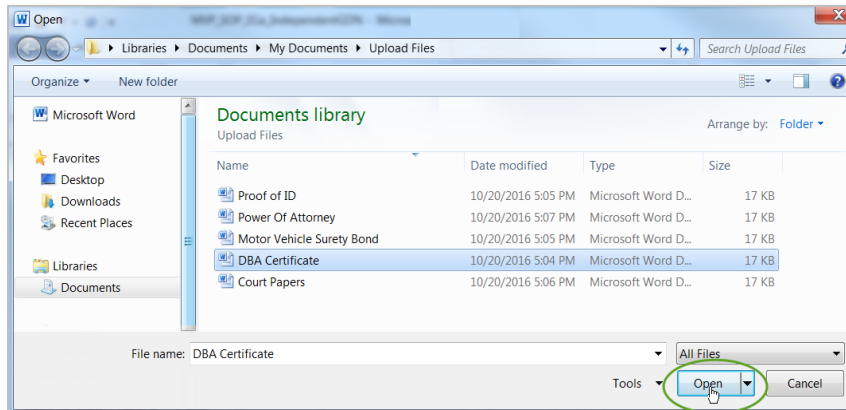
Enter the following questions in order to complete your application.

* Is the applicant a Military Service member, Military Veteran, or Military Spouse? --None-- ▾

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

4. On the *Required Attachments* page, for each item displayed:

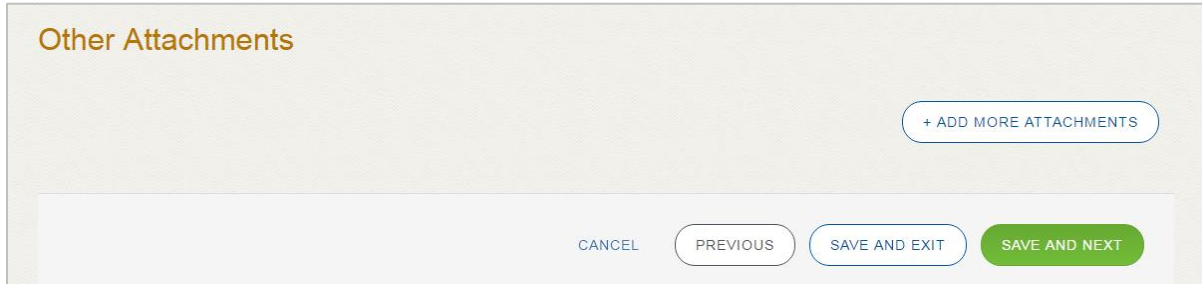
- Click the **CHOOSE FILE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



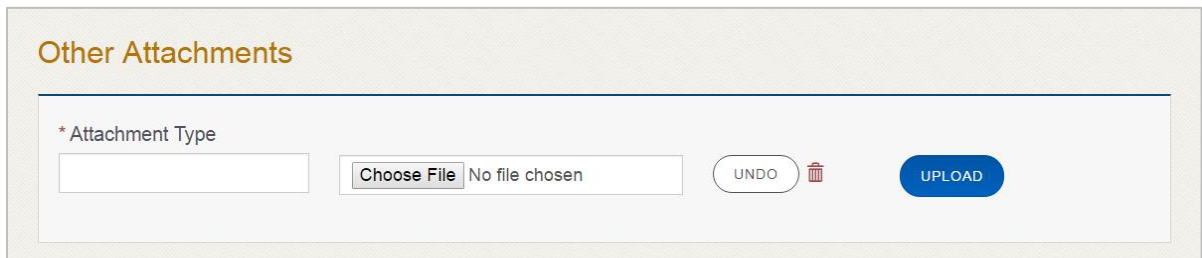
- c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.

5. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).



6. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.



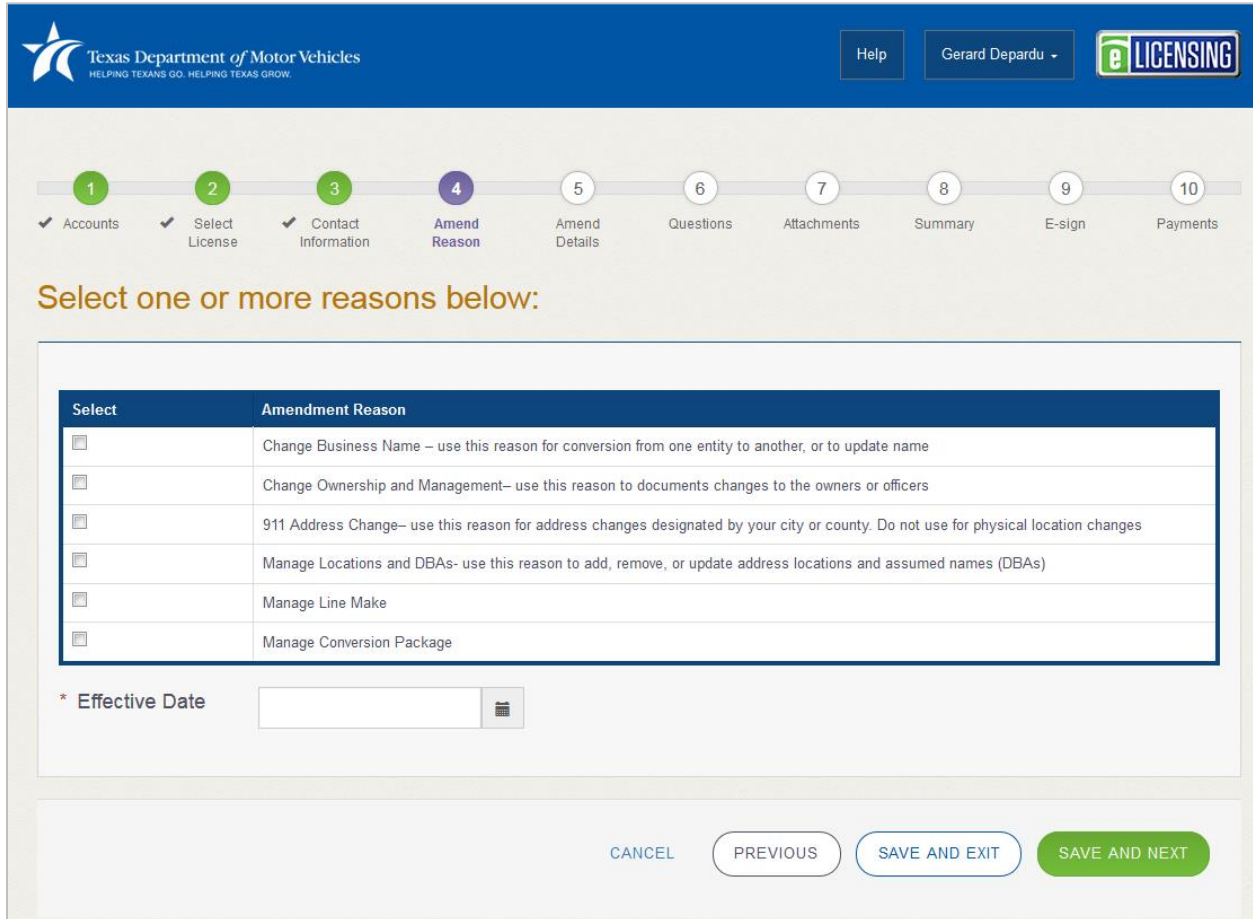
7. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
8. If the *Problems with Your Application* page displays:
 - a. Click the **REVISIT** button to return to the page on which the issue can be resolved, and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - b. Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.
9. Skip to the Summary section on page 120.

6.3.5.3911 Address Change

For a 911 Address Change amendment, you will be required to upload to the *Attachments* page:

- Assumed Name Certificates amended for the change
- 911 documentation about the change in the address from the city or county
- Certificate of Filing amended by the Texas Secretary of State

To continue:

1. On the *Amend Reason* page:

1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information **Amend Reason** Amend Details Questions Attachments Summary E-sign Payments

Select one or more reasons below:

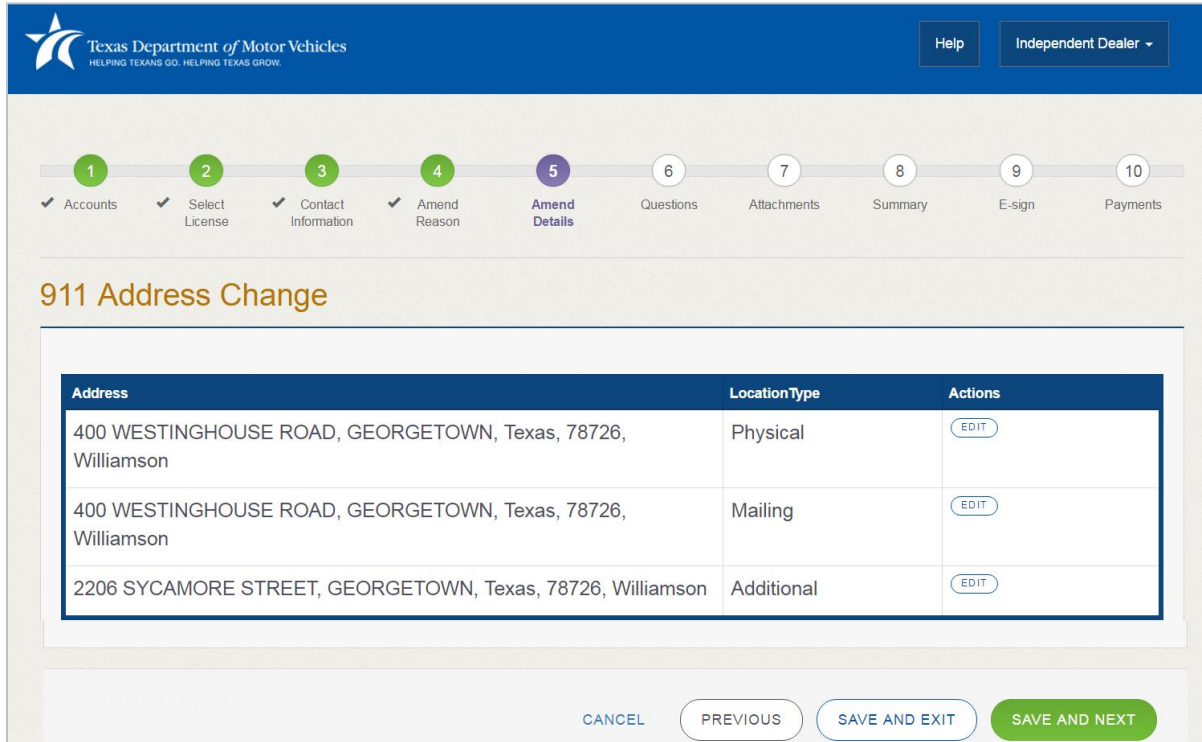
Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	911 Address Change– use this reason for address changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Locations and DBAs- use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	Manage Line Make
<input type="checkbox"/>	Manage Conversion Package

* Effective Date

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- Click the **911 Address** checkbox.
- For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
- Click the **SAVE AND NEXT** button.

2. On the *911 Address Change* page:



Address	LocationType	Actions
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Physical	EDIT
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Mailing	EDIT
2206 SYCAMORE STREET, GEORGETOWN, Texas, 78726, Williamson	Additional	EDIT

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND EXIT](#)
[SAVE AND NEXT](#)

- Click the **EDIT** button of the item to change.
- On the *Address* popup, make your changes and click the Save button.

- On the *911 Address Change* page, verify that the corrected address displays in the **Requested Changes** section and click the **SAVE AND NEXT** button.

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Help

Independent Dealer ▾

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✓ Accounts

✓ Select License

✓ Contact Information

✓ Amend Reason

Amend Details

Questions

Attachments

Summary

E-sign

Payments

911 Address Change

Address	LocationType	Actions
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Physical	EDIT
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Mailing	EDIT
2206 SYCAMORE STREET, GEORGETOWN, Texas, 78726, Williamson	Additional	EDIT

Requested Changes

Address	LocationType	Action Type	Actions
400 WEST WESTINGHOUSE ROAD, Building One, GEORGETOWN, Texas, 78726, Williamson	Physical	911 Address Changed	EDIT DELETE

CANCEL


PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

- If the *Possible Issues* popup displays, click **CONTINUE ANYWAY**.

5. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.


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Help
Independent Dealer ▼

1 Accounts
2 Select License
3 Contact Information
4 Amend Reason
5 Amend Details
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10 Payments

Questions

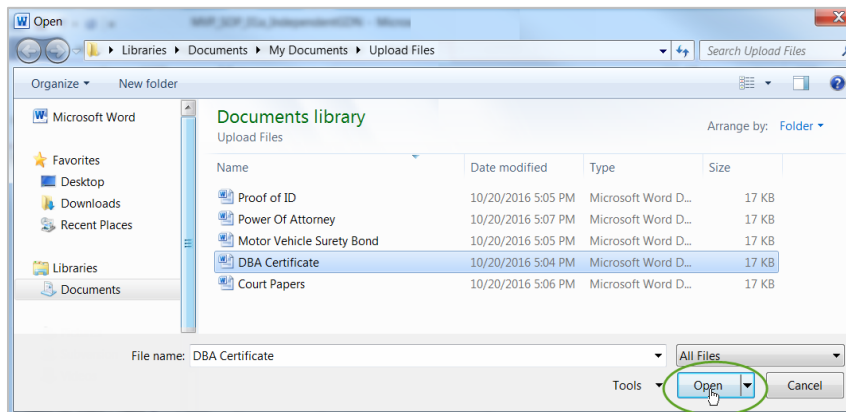
Enter the following questions in order to complete your application.

- * Is the applicant a Military Service member, Military Veteran, or Military Spouse? No ▼
- * Does the applicant have a current lease or ownership document for the property and agree to submit documentation, if requested by TxDMV, demonstrating the applicant owns or leases the property on which the business is situated that meets all TxDMV licensing requirements, including a term of one year? (If leasing the property, the lease cannot expire before the license.) --None-- ▼
- * Does the applicant have adequate display space to display at least five vehicles? --None-- ▼
- * Does the applicant have an office area with desk, at least two chairs, internet access, and phone with a listed number? --None-- ▼
- * Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements? --None-- ▼
- * Does the applicant's proposed place of business comply with all applicable state and local government occupancy laws, ordinances, and deed restrictions? --None-- ▼
- * Has the applicant obtained all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location? --None-- ▼
- * Is the applicant's proposed place of business located within a residence, apartment house, hotel, motel, or rooming house? --None-- ▼

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

6. On the *Required Attachments* page, for each item displayed:

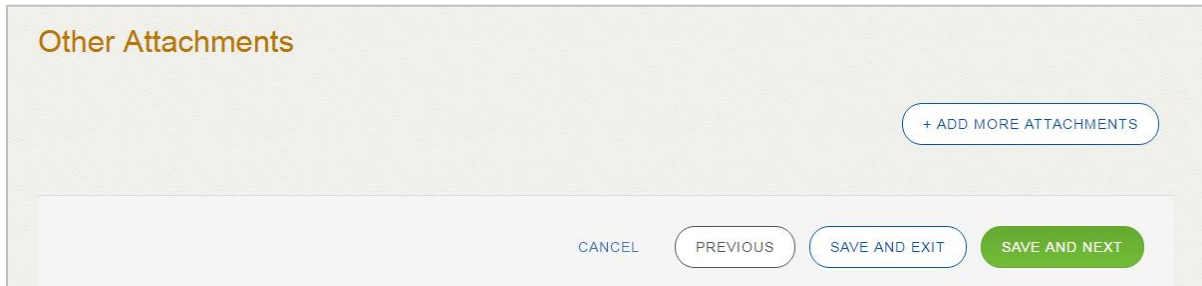
- Click the **CHOOSE FILE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



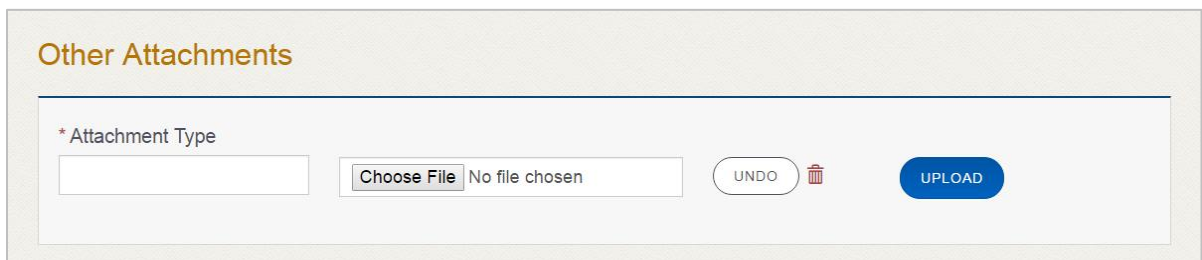
- c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.

7. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).



8. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.



9. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
10. If the *Problems with Your Application* page displays:
 - a. Click the **REVISIT** button to return to the page on which the issue can be resolved, and make the correction, and then click the **SAVE AND NEXT** button as many times as it takes to return to this page.
 - b. Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.
11. Skip to the Summary section on page 120.


6.3.5.4 Manage Location or DBA


For a manage location amendment, you will be required to upload:

- Assumed Name Certificates amended for the change
- Certificate of Filing amended by the Texas Secretary of State

To continue:

1. On the *Amend Reason* page:

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[Help](#)
[Gerard Depardu ▾](#)


1

Accounts

2

Select License

3

Contact Information

4

Amend Reason

5

Amend Details

6

Questions

7

Attachments

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Summary

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E-sign

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Payments

Select one or more reasons below:


Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	911 Address Change– use this reason for address changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Locations and DBAs- use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	Manage Line Make
<input type="checkbox"/>	Manage Conversion Package

* Effective Date 

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND EXIT](#)
[SAVE AND NEXT](#)

- Click the **Manage Locations and DBAs** checkbox.
- For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
- Click the **SAVE AND NEXT** button.

2. On the *Manage Locations* page:


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Help
Independent Dealer ▾

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✓ Accounts
✓ Select License
✓ Contact Information
✓ Amend Reason
Amend Details
Questions
Attachments
Summary
E-sign
Payments

Manage Locations

Change DBA, Remove or Update Location information

Address	LocationType	Actions
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Physical	EDIT
2206 SYCAMORE STREET, GEORGETOWN, Texas, 78726, Williamson	Additional	DELETE EDIT

a. Click the **EDIT** button for the appropriate location.

- b. On the popup, locate the section in which to make your changes.
- c. Make your changes and click the **SAVE** button.

Manage Locations

Business Address

Business Details

Address Type

Additional

* Address Line 1

2206 SYCAMORE STREET

Address Line 2

Suite 100

* City

GEORGETOWN

* State

Texas

* Zip

78726

* County

Williamson

* Country

USA

* Business Phone Number

* Business Email

dealer2@texasautomart2.com

VALIDATE ADDRESS

Location Contact Details

* Contact First Name

Motor

Contact Middle Name

* Contact Last Name

Dealer

* Contact Email

mvd@texasautomart.com

* Contact Phone

(566) 789-1222

Assumed Name (DBA) Details

Please add all the assumed names that will be used for the license type being applied for.

Doing Business As

+ ADD ANOTHER DBA

SAVE

3. Back on the *Manage* page, click the **SAVE AND NEXT** button.

- On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.

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Help Independent Dealer

1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Questions

Enter the following questions in order to complete your application.

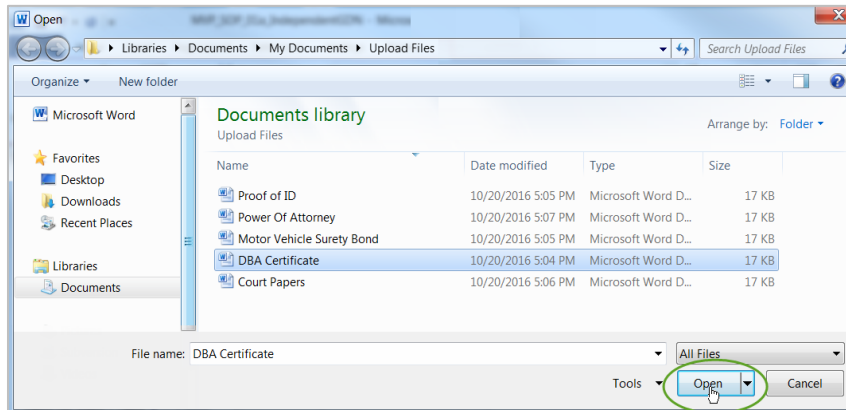
- * Is the applicant a Military Service member, Military Veteran, or Military Spouse? No
- * Does the applicant have a current lease or ownership document for the property and agree to submit documentation, if requested by TxDMV, demonstrating the applicant owns or leases the property on which the business is situated that meets all TxDMV licensing requirements, including a term of one year? (If leasing the property, the lease cannot expire before the license.) --None--
- * Does the applicant have adequate display space to display at least five vehicles? --None--
- * Does the applicant have an office area with desk, at least two chairs, internet access, and phone with a listed number? --None--
- * Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements? --None--
- * Does the applicant's proposed place of business comply with all applicable state and local government occupancy laws, ordinances, and deed restrictions? --None--
- * Has the applicant obtained all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location? --None--
- * Is the applicant's proposed place of business located within a residence, apartment house, hotel, motel, or rooming house? --None--

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- If the *Possible Issues* popup displays, click **CONTINUE ANYWAY**.

6. On the *Required Attachments* page, for each item displayed:

- Click the **CHOOSE FILE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



- When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

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Independent Dealer ▾

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✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

✓ Ownership

✓ Questions

Attachments

Summary

E-sign

Payments

Required Attachments

Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.

Assumed Name Certificate Issued by the Texas Secretary of State

* Assumed Name Certificate Issued by the Texas Secretary of State

Choose File

DBA Certificate

UNDO

Select file and scroll to bottom of page to click **UPLOAD** button.

UPLOAD

Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.

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Independent Dealer ▾

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✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

✓ Ownership

✓ Questions

Attachments

Summary

E-sign

Payments

Required Attachments

Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.

Criminal Court Papers

* Criminal Details

independent dealer

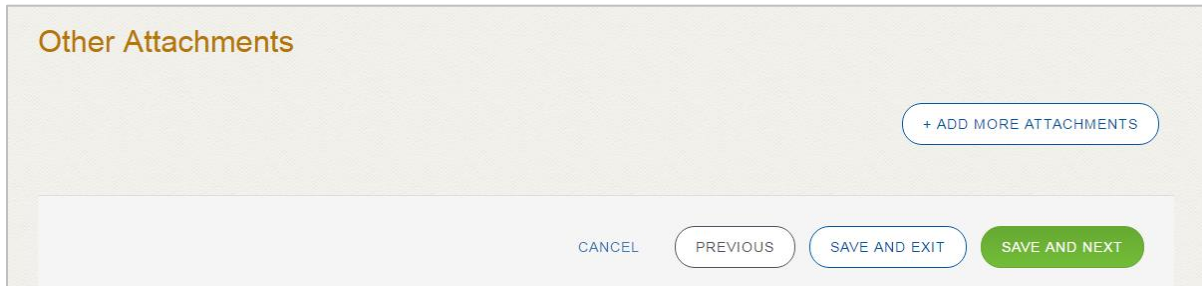
Choose File

Court Papers.docx

UNDO

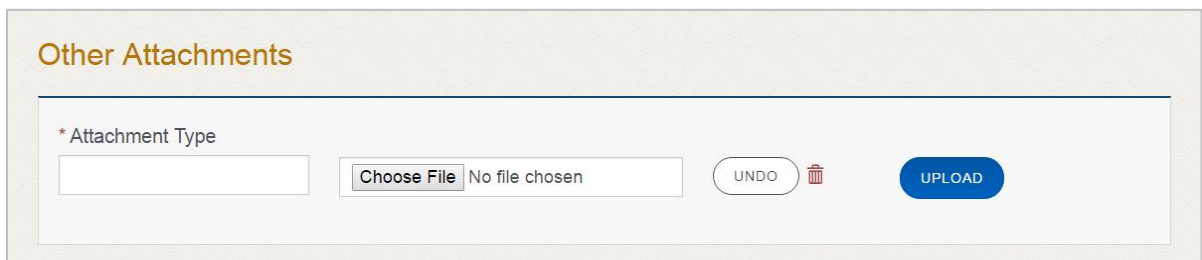
COURT PAPERS.DOCX

7. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).



The screenshot shows a light gray box titled "Other Attachments". In the top right corner, there is a blue button with a plus sign and the text "+ ADD MORE ATTACHMENTS". At the bottom of the box, there are four buttons: "CANCEL", "PREVIOUS", "SAVE AND EXIT", and "SAVE AND NEXT".

8. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.



The screenshot shows the "Other Attachments" section with a form area. Inside the form, there is a label "* Attachment Type" above a text input field. To the right of the input field is a "Choose File" button and the text "No file chosen". Further right are "UNDO" and a trash icon button. On the far right is a blue "UPLOAD" button.

9. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
10. If the *Problems with Your Application* page displays:
 - a. Click the **REVISIT** button to return to the page on which the issue can be resolved, and make the correction, and then click the **SAVE AND NEXT** button as many times as it takes to return to this page.
 - b. Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.
11. Skip to the Summary section on page 120.

6.3.5.5 Manage Line Make

1. On the *Amend Reason* page, click the Manage Line Make check box:

The screenshot shows the 'Amend Reason' page in a multi-step process. The progress bar at the top indicates steps 1 through 10: Accounts, Select License, Contact Information, Amend Reason (current step), Amend Details, Questions, Attachments, Summary, E-sign, and Payments. Below the progress bar, the instruction 'Select one or more reasons below:' is followed by a table of amendment reasons. The 'Manage Line Make' checkbox is selected. Below the table is an 'Effective Date' field with a calendar icon. At the bottom are buttons for CANCEL, PREVIOUS, SAVE AND EXIT, and SAVE AND NEXT.

Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	911 Address Change– use this reason for address changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Locations and DBAs- use this reason to add, remove, or update address locations and assumed names (DBAs)
<input checked="" type="checkbox"/>	Manage Line Make
<input type="checkbox"/>	Manage Conversion Package

* Effective Date

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. On the *New Line-Makes* page, click the **SEARCH** button to locate a Franchised Dealer.

The screenshot shows the 'New Line-Makes' page. The progress bar at the top indicates steps 1 through 10: Accounts, Contact Information, Application Reason, Application Details (current step), Ownership, Questions, Attachments, Summary, E-sign, and Payments. Below the progress bar, the heading 'New Line-Makes' is followed by the instruction 'Search for the Franchised Dealer to add a line-make. Repeat the search if needed to add line-make of other Franchised Dealers'. Below this is a search form with a text input field for 'Franchised Dealer Name' and a 'SEARCH' button. At the bottom are buttons for CANCEL, PREVIOUS, SAVE AND EXIT, and SAVE AND NEXT.

New Line-Makes

Search for the Franchised Dealer to add a line-make. Repeat the search if needed to add line-make of other Franchised Dealers

Franchised Dealer Name SEARCH

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

3. On the popup:

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[Help](#)
[Converter Licensee ▾](#)

Account and Line-Make Details

Account Details

Dealer Name	License Number or Application Number	License Type or Application Type	Address	Action Type
1500 BARTON SPRINGS INC	D120373	Franchise	15700 I-35 Exit 220, Buda, Texas, 78610, Hays	SELECT
REAGOR-DYKES IMPORTS, L.P.	B119494	Franchise	6540 82nd Street, Lubbock, Texas, 79424, Lubbock	SELECT
ALDERSON ENTERPRISES LP	B114275	Franchise	5801 ANDREWS HIGHWAY, MIDLAND, Texas, 79706, Midland	SELECT
Maxwell Ford, Inc.	F103067	Franchise	5000 S I H 35, Austin, Texas, 78745-2442, Travis	SELECT
UNION MOTOR COMPANY, LLC	A108139	Franchise	843 Highway 90A, East Bernard, Texas, 77435, Wharton	SELECT
S K Y ACTION SPORTS INC	B130598	Franchise	202 HOLLEMAN DR E, COLLEGE STATION, Texas, 77840-3904, Brazos	SELECT
SONIC HOUSTON JLR LP	C8275	Franchise		SELECT
E T M S INC	A7690	Franchise	930 N Wheeler St, Jasper, Texas, 75951-3129, Jasper	SELECT
BAYTOWN POWERSPORTS INC	A7357	Franchise	12535 I-10 E, BAYTOWN, Texas, 77520, Chambers	SELECT
SCOGGIN-DICKEY CHEVROLET BUICK INC	E121469	Franchise	5901 Spur 327, Lubbock, Texas, 79424-2705, Lubbock	SELECT

« 1 2 3 4 5 »

Line-Make Details

Select	Dealer Name	License Number or Application Number	Line-Make	Vehicle Type Code
<input type="checkbox"/>	Maxwell Ford, Inc.	F103067	FORD	AA-Passenger Auto
<input type="checkbox"/>	Maxwell Ford, Inc.	F103067	FORD	LT-Light Truck

« 1 »

- In the **Accounts Details** section, click the **SELECT** button of the appropriate dealer.
- In the **Line-Make Details** section, click the checkbox of the appropriate option.
- Click the **ADD** button.
- Repeat the steps above to add each Franchised Dealer whose line-makes can be serviced.

4. Back on the *New Line-Makes* page, click the **SAVE AND NEXT** button.

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Help
Test Dealer ▾

1
2
3
4
5
6
7
8
9
10

✓ Accounts
✓ Contact Information
✓ Application Reason
Application Details
Ownership
Questions
Attachments
Summary
E-sign
Payments

New Line-Makes

Search for the Franchised Dealer to add a line-make. Repeat the search if needed to add line-make of other Franchised Dealers

Franchised Dealer Name

Selected Line-Makes:

Dealer Name	License Number or Application Number	Line-Makes	Vehicle Type Code	Remove
Testing 123456	A001529	TESTMNFI	AA-Passenger Auto	

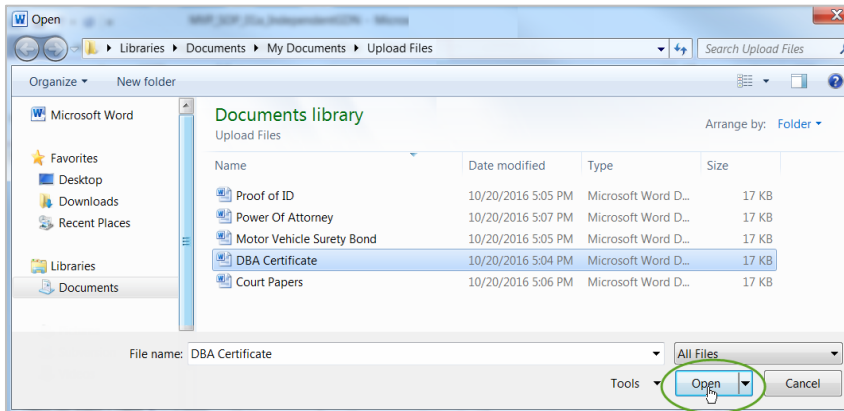
CANCEL

5. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.

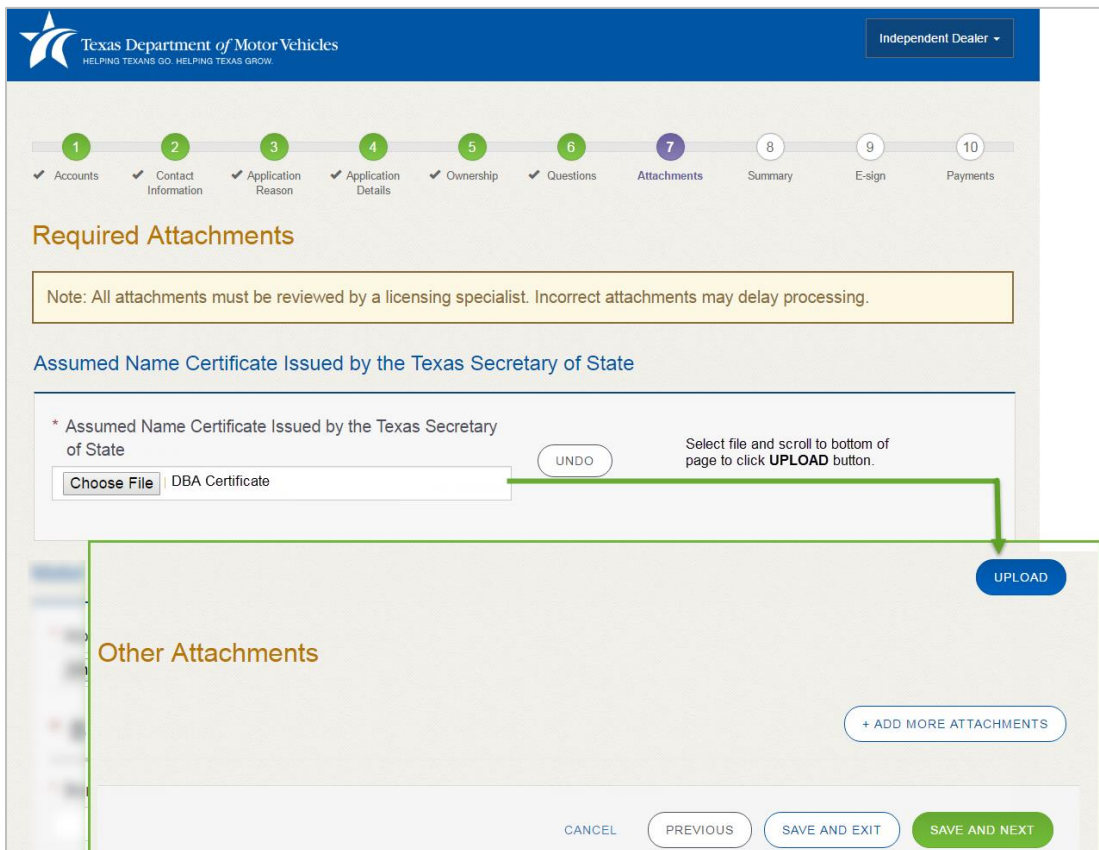
6. On the *Required Attachments* page, for each item displayed:

- a. Click the **CHOOSE FILE** button.

- b. On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



- c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



Note: The name of the file displays to the far right of the of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.

7. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

8. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

9. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.

10. If the *Problems with Your Application* page displays:
 - a. Click the **REVISIT** button to return to the page on which the issue can be resolved, and make the correction, and then click the **SAVE AND NEXT** button as many times as it takes to return to this page.
 - b. Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.
11. Skip to the Summary section on page 120.

6.3.5.6 Manage Conversion Package

1. On the *Amend Reason* page, select the Manage Conversion Package checkbox:

Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	911 Address Change– use this reason for address changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Locations and DBAs- use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	Manage Line Make
<input checked="" type="checkbox"/>	Manage Conversion Package

* Effective Date

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. On the Conversion Packages screen if adding a new conversion package click the New Conversion Package button

Texas Department of Motor Vehicles
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Help
Gerard Depardu

1 Accounts
2 Select License
3 Contact Information
4 Amend Reason
5 Amend Details
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments

Conversion Packages

Provide the Conversion Package names by which applicant identifies the conversion package(s) installed on new motor vehicle and a detailed description of the modifications performed.

Conversion Package Name	Conversion Description	Page Actions
<div> + NEW CONVERSION PACKAGE </div>		

On Conversion Package popup:

Texas Department of Motor Vehicles
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Help
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Conversion Package

Details

* Conversion Package Name

* Conversion Description

CLOSE

ADD

Conversion Package Name	Conversion Description	Remove
Super Duke	think of something fun	DELETE UNDELETE
Gentel	Now I'm being a pest.	DELETE UNDELETE
Once Again	Just to have stuff	DELETE UNDELETE
		DELETE UNDELETE

- For **Conversion Package Name**, type in the type of package available.

- b. For **Conversion Description**, type in a short overview of the package.
 - c. Click the **ADD** button.
 - d. Repeat these steps for each package being offered.
 - e. Click the **SAVE AND NEXT** button.
3. On the Conversion Packages screen if removing a conversion package click the delete button next to the package to be deleted

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Help
Gerard Depardu

1
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✓ Accounts
✓ Select License
✓ Contact Information
✓ Amend Reason
Amend Details
Questions
Attachments
Summary
E-sign
Payments

Conversion Packages

Provide the Conversion Package names by which applicant identifies the conversion package(s) installed on new motor vehicle and a detailed description of the modifications performed.

Conversion Package Name	Conversion Description	Page Actions
+ NEW CONVERSION PACKAGE		

Remove Conversion Packages

Conversion Package Name	Conversion Description	Remove
Super Duke	think of something fun	DELETE UNDELETE
Gentel	Now I'm being a pest	DELETE UNDELETE
Once Again	Just to have stuff	DELETE UNDELETE
		DELETE UNDELETE
		DELETE UNDELETE
		DELETE UNDELETE
		DELETE UNDELETE
		DELETE UNDELETE
And Again	Retest retest retest retest	DELETE UNDELETE

Requested Changes

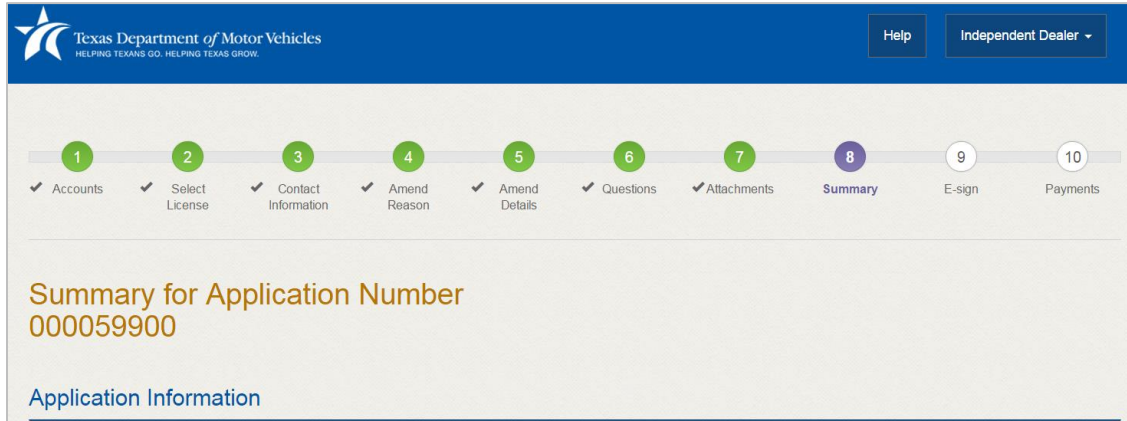
No changes requested

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

4. Click the **Save and Next** button.

6.3.6 Summary

1. When the Summary page displays, click the **SAVE AND NEXT** button.



The screenshot shows the Texas Department of Motor Vehicles website interface. At the top, there is a blue header with the state logo and the text "Texas Department of Motor Vehicles" and "HELPING TEXANS GO. HELPING TEXAS GROW." To the right of the header are two buttons: "Help" and "Independent Dealer". Below the header is a progress bar with 10 steps, each represented by a numbered circle. Steps 1 through 7 are green with checkmarks, indicating completion. Step 8 is purple and labeled "Summary", indicating the current page. Steps 9 and 10 are white with gray outlines, labeled "E-sign" and "Payments" respectively. Below the progress bar, the text "Summary for Application Number 000059900" is displayed in orange. At the bottom, there is a link labeled "Application Information" in blue.

6.3.7 Signature

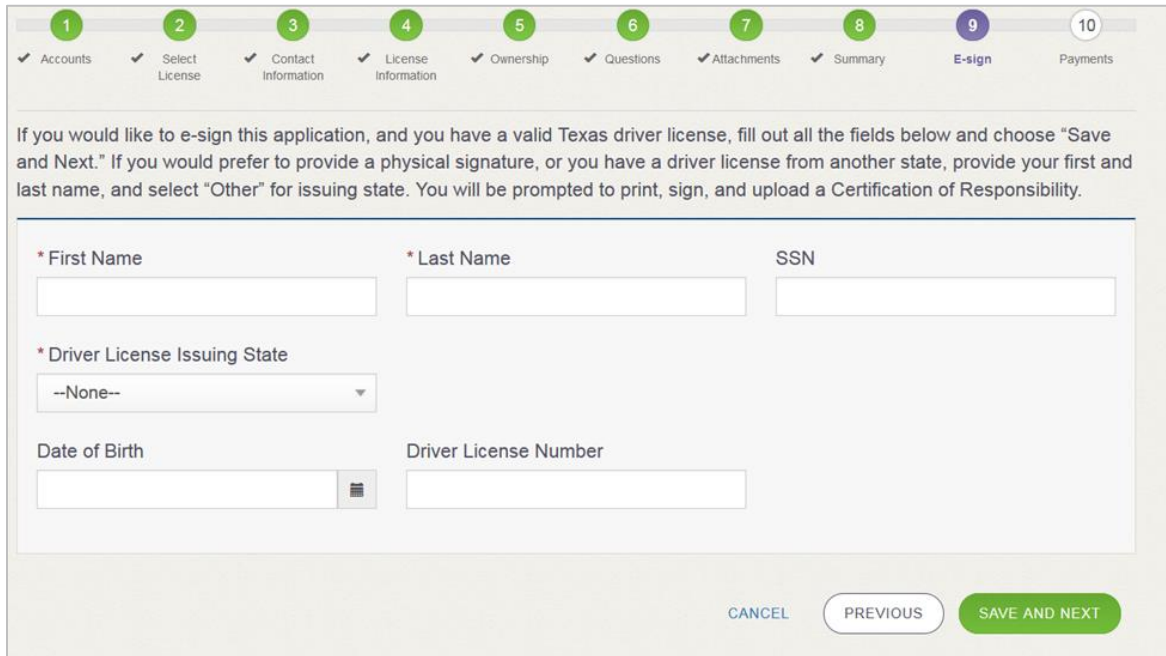
If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

If you have a valid Texas driver's license, you can electronically sign the application, which includes a Certificate of Responsibility that you must agree to.

If you do not have a Texas driver's license or your license cannot be verified by the system, you must download a file containing the Certificate of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

6.3.7.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:

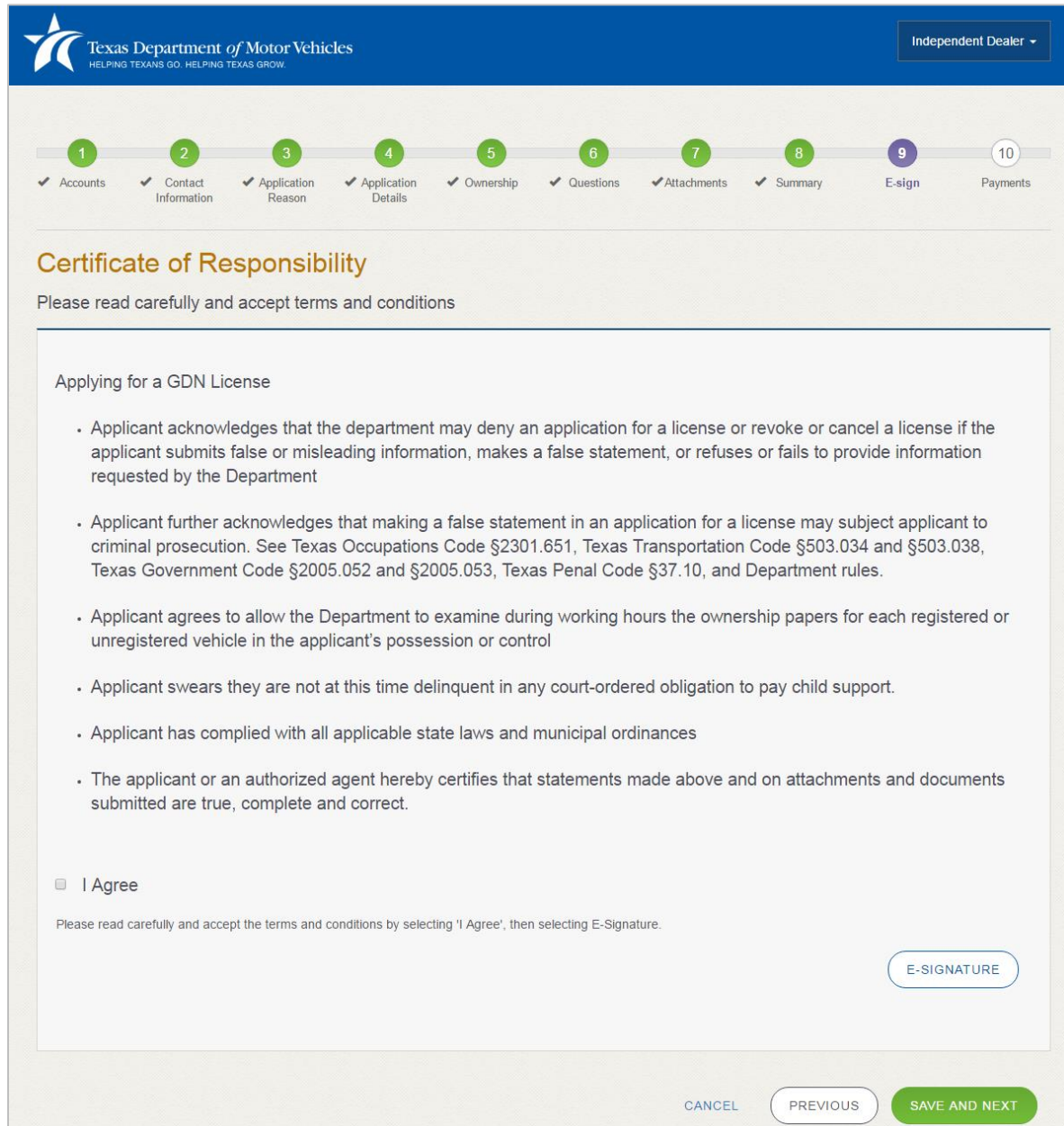


- For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

Note: If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 6.3.7.2.

- For **SSN**, type in the numbers and dashes of your social security number.
- From the **Driver License Issuing State** dropdown, select Texas.
- For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license
- For **Driver License Number**, type in the string of number and letters.
- If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



Certificate of Responsibility

Please read carefully and accept terms and conditions

Applying for a GDN License

- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the Department
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

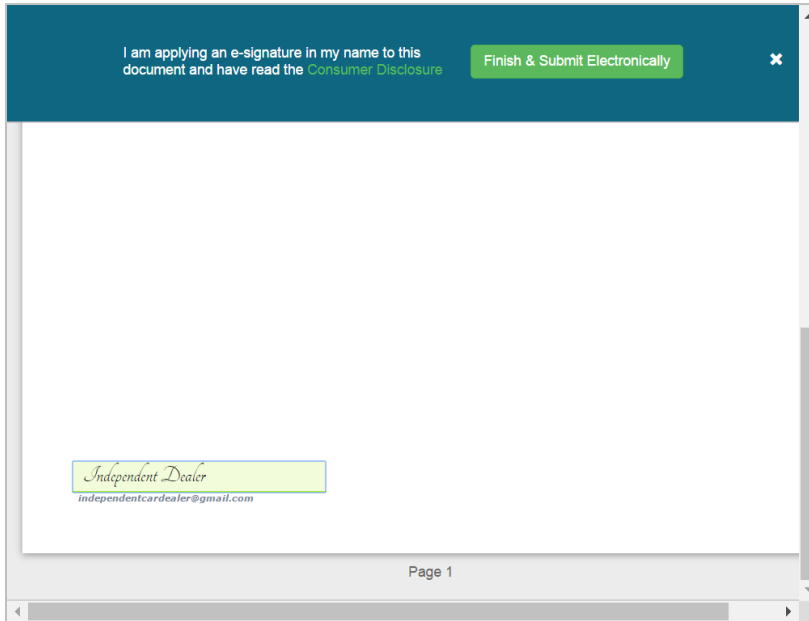
☐ I Agree

Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

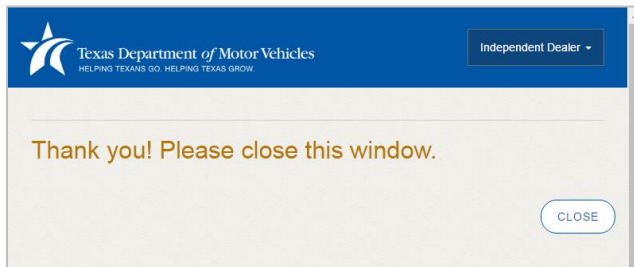
E-SIGNATURE

CANCEL PREVIOUS SAVE AND NEXT

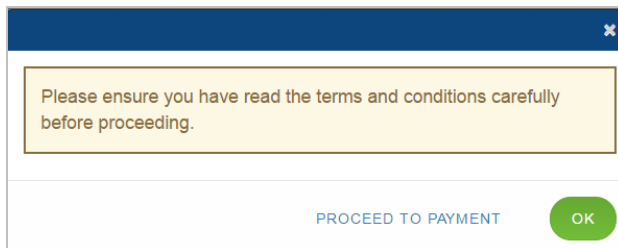
- Carefully read the terms and conditions for the license.
 - Click the **I Agree** option button.
 - Click the **E-SIGNATURE** button.
3. On the popup:
- Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



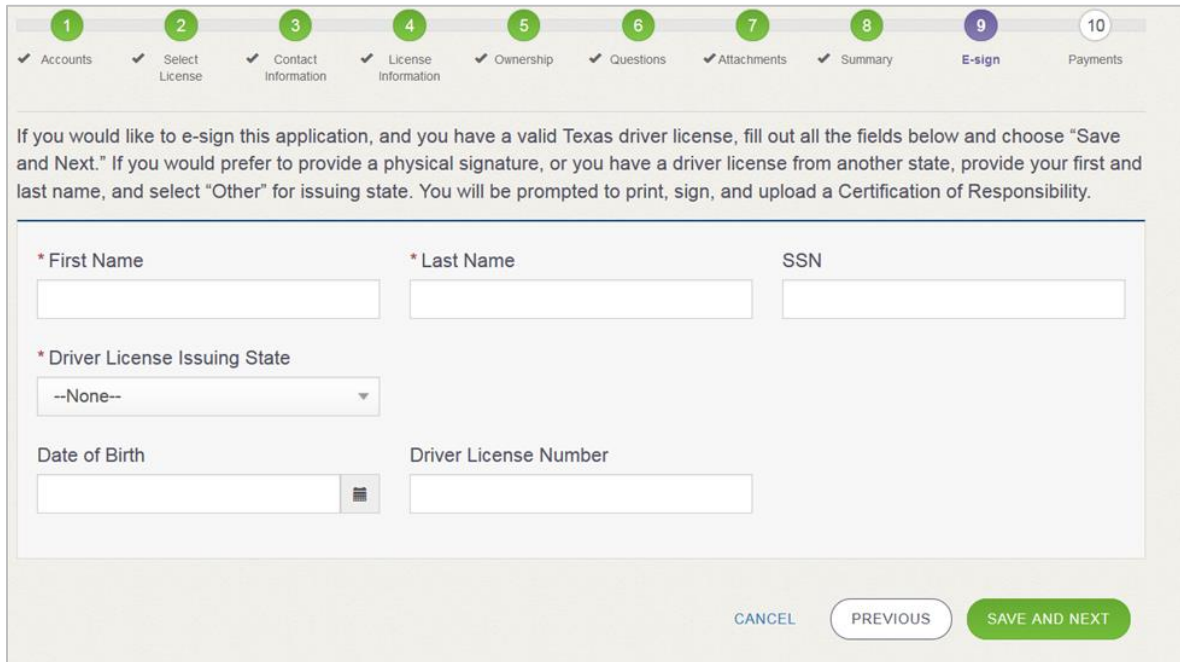
5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, click the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 75.

6.3.7.2 Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:



1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

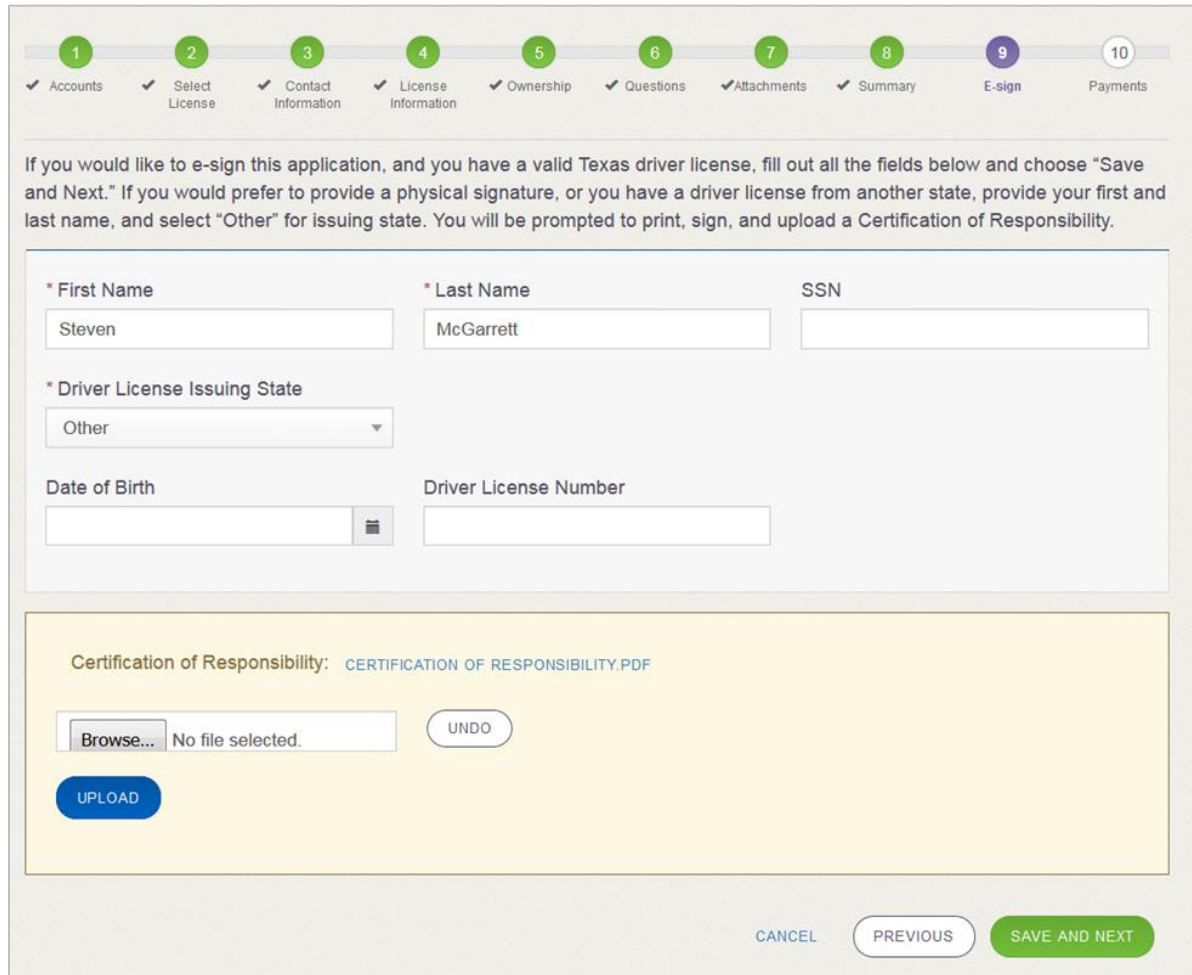
--None--

Date of Birth Driver License Number

CANCEL PREVIOUS **SAVE AND NEXT**

- For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- From the **Driver License Issuing State** dropdown, select Other.
- The screen will automatically change to the print scan upload section.

2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.



1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name: Steven

* Last Name: McGarrett

SSN:

* Driver License Issuing State: Other

Date of Birth:

Driver License Number:

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)


Browse... No file selected. UNDO


UPLOAD

CANCEL PREVIOUS **SAVE AND NEXT**

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.

4. Carefully read the document and sign and date it.

 Texas Department of Motor Vehicles
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Certificate of Responsibility

Plate Application

Please read carefully and accept the terms and conditions. By signing below, the license holder certifies the following:

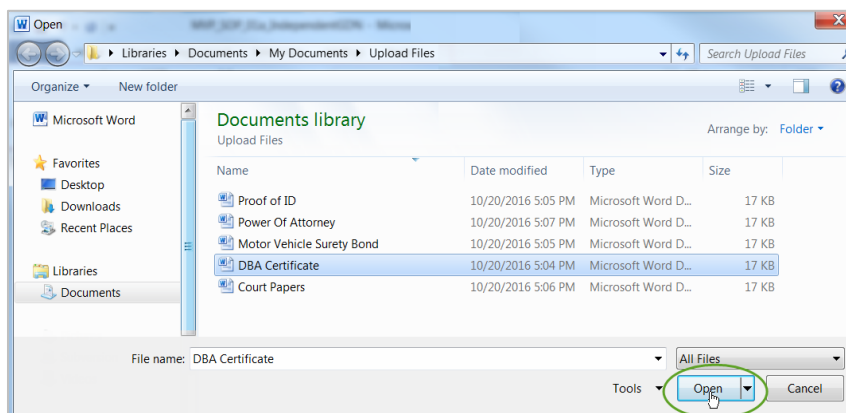
- All the information contained in the application and any attachments is true and correct;
- The license holder will not use or permit plates to be used for any purpose other than those specified in Texas Occupations Code Chapter 2301 and Transportation Code Chapter 503; and
- The license holder agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the license holder's possession or control.

Date: _____ Printed Name: _____

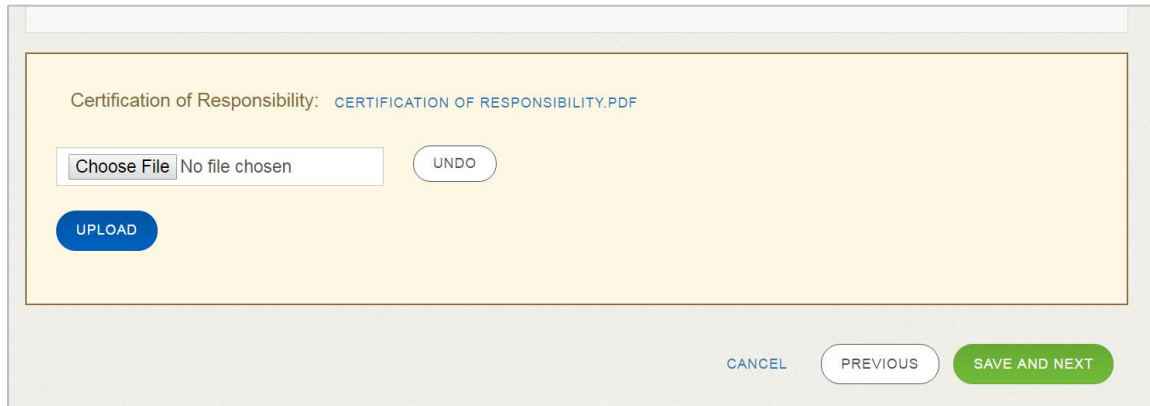
Authorized Signature: _____

Title: _____

5. To upload and attach the signed document to this application:
 - a. Scan the document to a file and save it to your local computer (or a shared network resource).
 - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
 - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

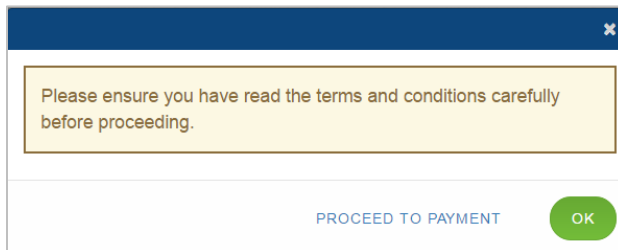


- d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



6.3.8 Payments and Application Submission

You can either pay the fees associated with this application, pay all applications (if you have multiple), or work on another license application and then combine the payments into one transaction later.

To return to the *Welcome* page and work on another application, click the **ADD APPLICATION** button. Otherwise:

1. On the *Payment Summary* page, click the option button of the application or click the **Select All** option button.

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ?

ADD APPLICATION +

Applications for Payment :

- ☐ Select All
- ☐ 000059900 Amendment GDN Application P001852

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

- On the bottom of the page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☐ Credit Card ☐ ACH/eCheck

Grand Total : \$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

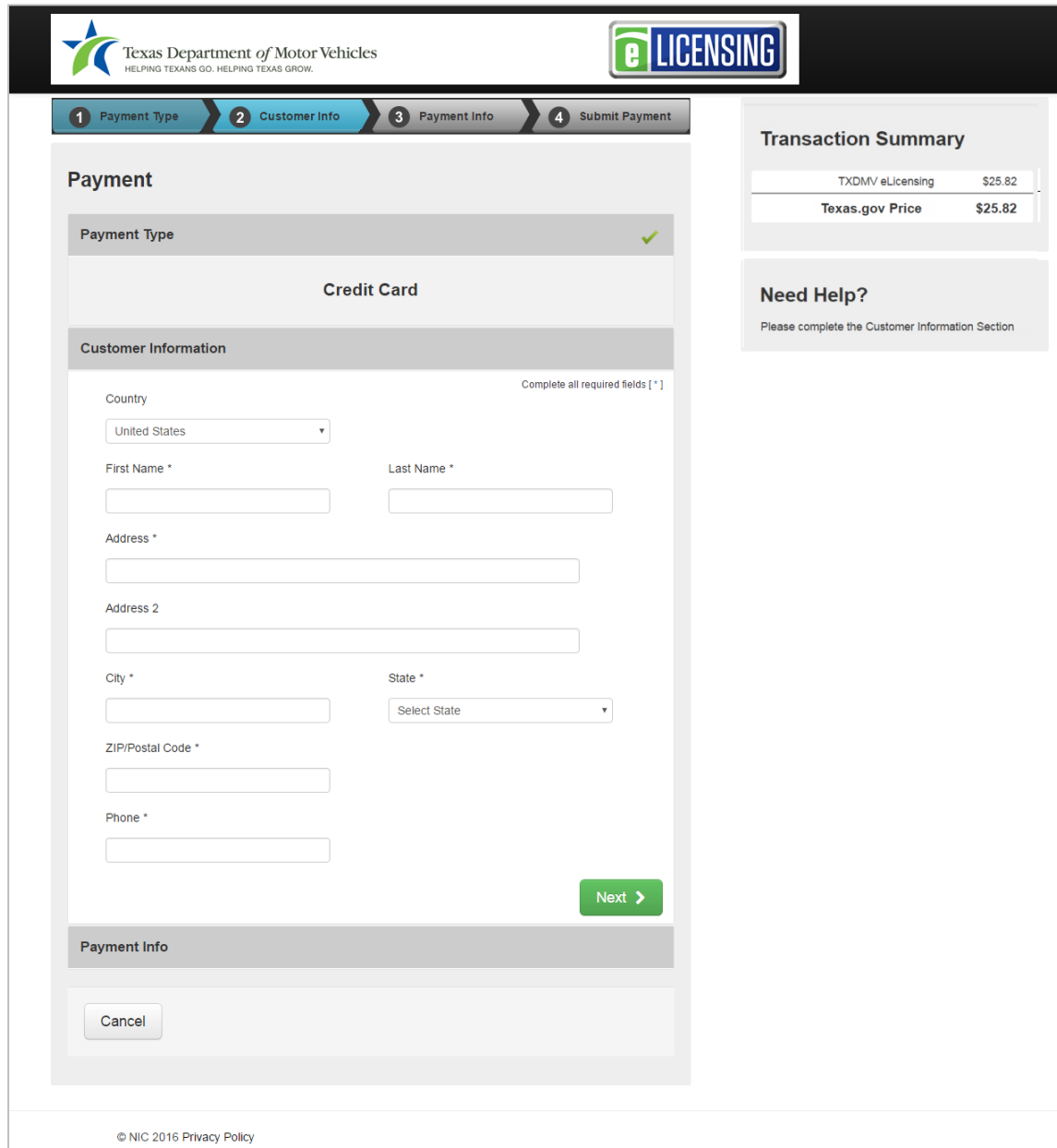
EXIT

PROCEED TO PAY

- Read the payment processing note and then click the **PROCEED TO PAY** button.

Note: Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

4. On the **Customer Information** section on the *Payment* page:



The screenshot shows the 'Payment' page with a progress bar at the top indicating four steps: 1. Payment Type, 2. Customer Info (current step), 3. Payment Info, and 4. Submit Payment. The 'Payment' section is active, showing 'Payment Type' as 'Credit Card' with a green checkmark. Below this is the 'Customer Information' section, which includes a note to 'Complete all required fields [*]'. The form fields are: Country (dropdown menu set to 'United States'), First Name * (text input), Last Name * (text input), Address * (text input), Address 2 (text input), City * (text input), State * (dropdown menu set to 'Select State'), ZIP/Postal Code * (text input), and Phone * (text input). A green 'Next >' button is located at the bottom right of the form. Below the form is a 'Payment Info' section with a 'Cancel' button. On the right side of the page, there is a 'Transaction Summary' table and a 'Need Help?' section.

Transaction Summary	
TXDMV eLicensing	\$25.82
Texas.gov Price	\$25.82

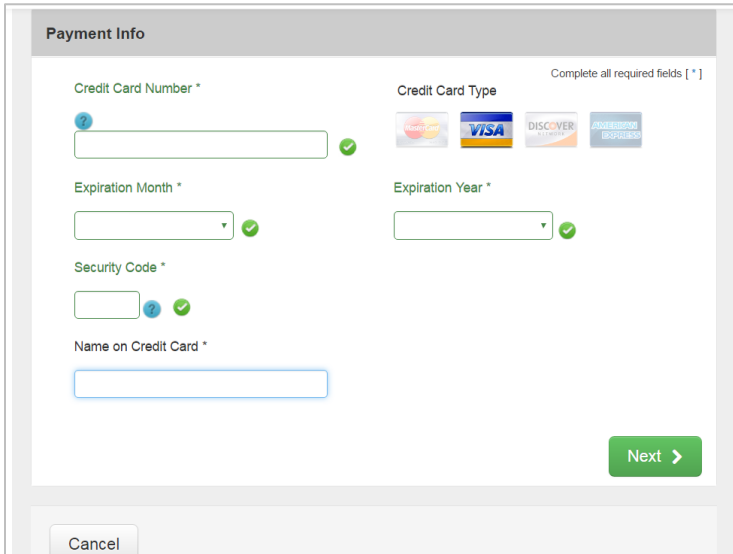
Need Help?
Please complete the Customer Information Section

© NIC 2016 Privacy Policy

- For **First Name**, type in your first name as it appears on the credit card being used.
- For **Last Name**, type in your last name as it appears on the credit card being used.
- For **Address**, type in the street number and name of the street used to bill the credit being used.
- For **Address 2**, type in additional information (like the suite or building number).

- e. For **City**, type in the name of the city.
- f. For **State**, select the name of the state from the dropdown list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.

5. In the **Payment Info** section on the *Payment* page:



- a. For **Credit Card Number**, type in the string of numbers from the credit card.
- b. For **Expiration Month**, select the appropriate month from the drop-down.
- c. For **Expiration Year**, select the appropriate year from the drop-down.
- d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
- e. For **Name**, type in the name as it appears on the credit card.
- f. Click the **Next** button.

6. In the **Verification** section, enter the characters from the image displayed.

Verification



Enter the characters from the above image:

Cancel

Submit Payment

7. Click the **Submit Payment** button.
8. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page.

Payment Status :


Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

EXIT

NEXT

9. Click the **NEXT** button.
10. On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page.



Help

Converter Licensee ▾

Applications Submitted

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000061080	ConversionPlus	Converter	Received

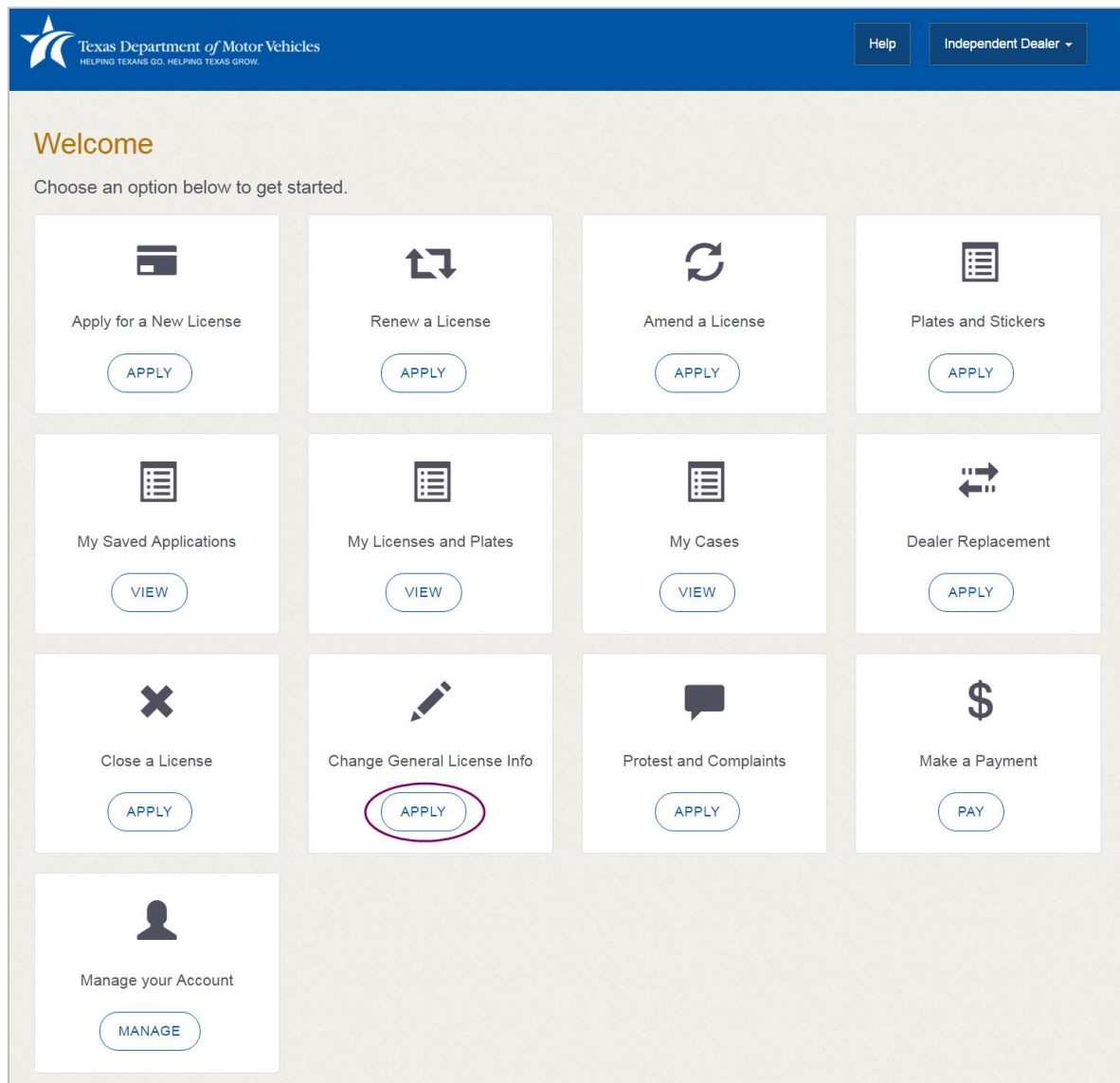
GO TO HOME

7 Changing General License Information

You can change general license information, such as the contact person that TxDMV may speak with about your license details.

There is no fee for these changes.

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Change General License Info** area.



- On the *Organizations* page, click the drop-down list and select your organization.

Organizations

Please select the organization linked to your account.

* Select Organization

Texas Auto Mart

CANCEL SAVE AND NEXT

- On the *Licenses* page, click the appropriate license for which information has changed.

Licenses

Select the license to update

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

4. On the *Apply Changes* page:

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Help
Independent Dealer ▾

1
✓ Accounts
2
✓ Select License
3
Apply Changes
4
Submitted

License Contact Information

First Name Independent	Middle Name 	Last Name Dealer
* Email independentcardealer@gmail.com	Phone (555) 555-1111	

License Information

Business Website www.texasautomart.com	Business Phone (655) 123-4567
Business Email staff@texasautomart.com	Business Fax

Mailing Address

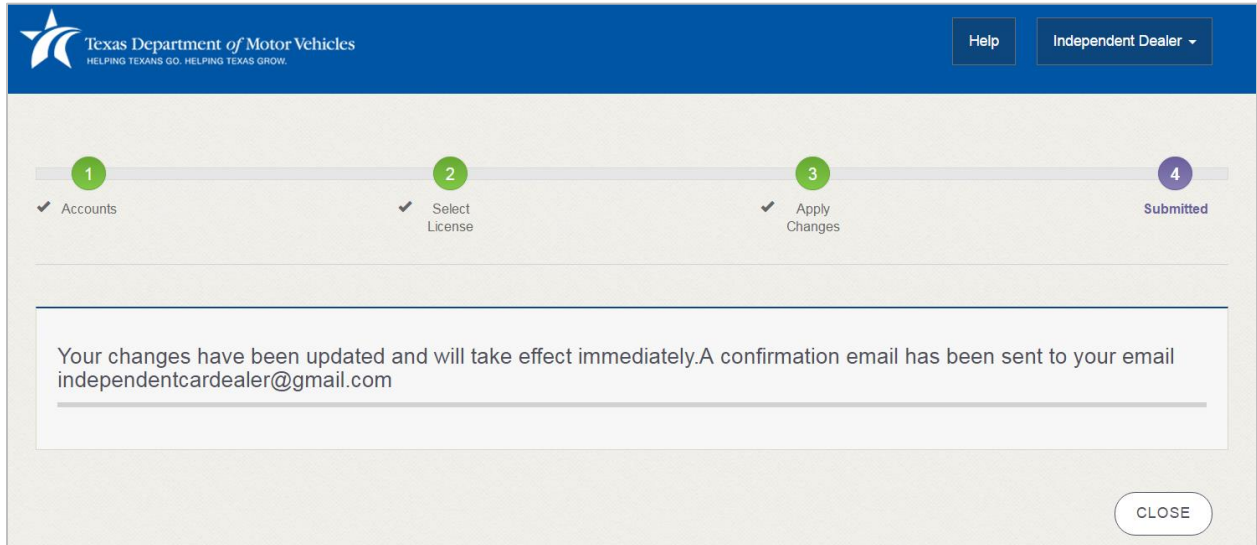
* Address Line 1 400 WESTINGHOUSE ROAD	Address Line 2 		
* City GEORGETOWN	* State Texas ▾	* Zip 78726	* County Williamson ▾
* Country USA ▾			

VALIDATE ADDRESS

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND SUBMIT

- Click into the field to edit and make the changes.
- Click the **SAVE AND SUBMIT** button.

5. On the *Submitted* page, click the **CLOSE** button to exit and display the Welcome page



Texas Department of Motor Vehicles
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Help Independent Dealer ▾

1 Accounts 2 Select License 3 Apply Changes 4 Submitted

Your changes have been updated and will take effect immediately. A confirmation email has been sent to your email independentcardealer@gmail.com

CLOSE

8 Renewing Licenses

You should receive a renewal notice in your email in advance of the expiration date of your license. The application to renew your license follows a process similar to the original application.

Instead of renewing, the system may prompt you to file a new application if you have changed locations or added additional used car sales locations with the same city as the main physical location or changed business structure or ownership since last application or renewal

8.1 Renewal Fees

The fee to renew a license on time is \$750 plus \$200 for each Representative.

If the renewal is late, the fee is \$750 plus \$375 if renewed after the first 30 days and \$375 more if renewed after 60 days. In addition there will be a \$100 fee for each Representative if renewed after the first 30 days and \$200 if renewed after 60 days.

Note: The Plate/Sticker renewal fee is \$40.00.

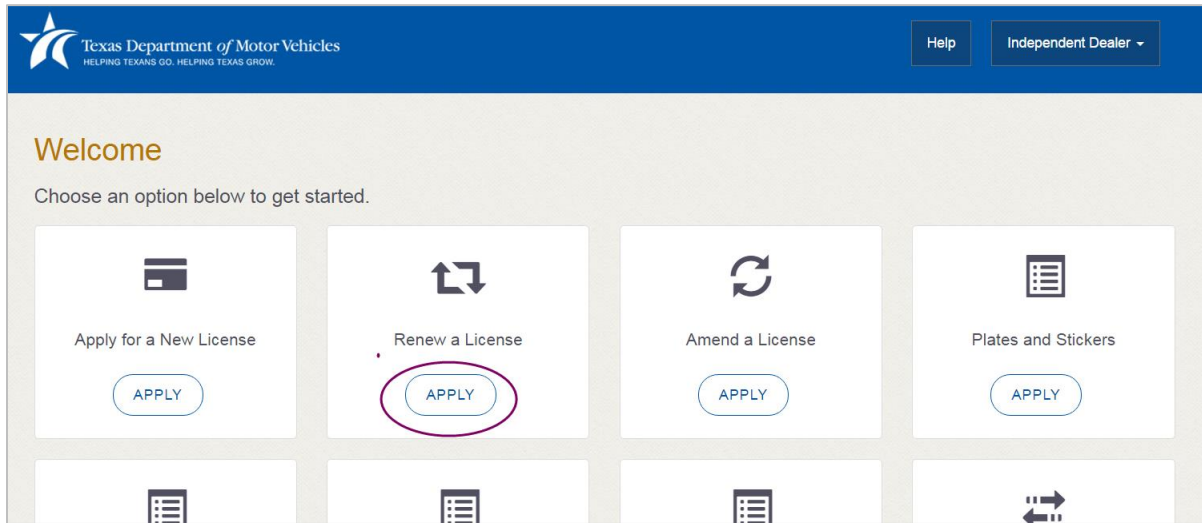
8.2 Gathering Information

To complete this application, you will need access to:

- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.
- Files containing the following information scanned in:
 - Assumed Name Certificates
 - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State
 - Driver's licenses (or passport, official identification cards, and so on) for new owners or management staff
 - Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable)

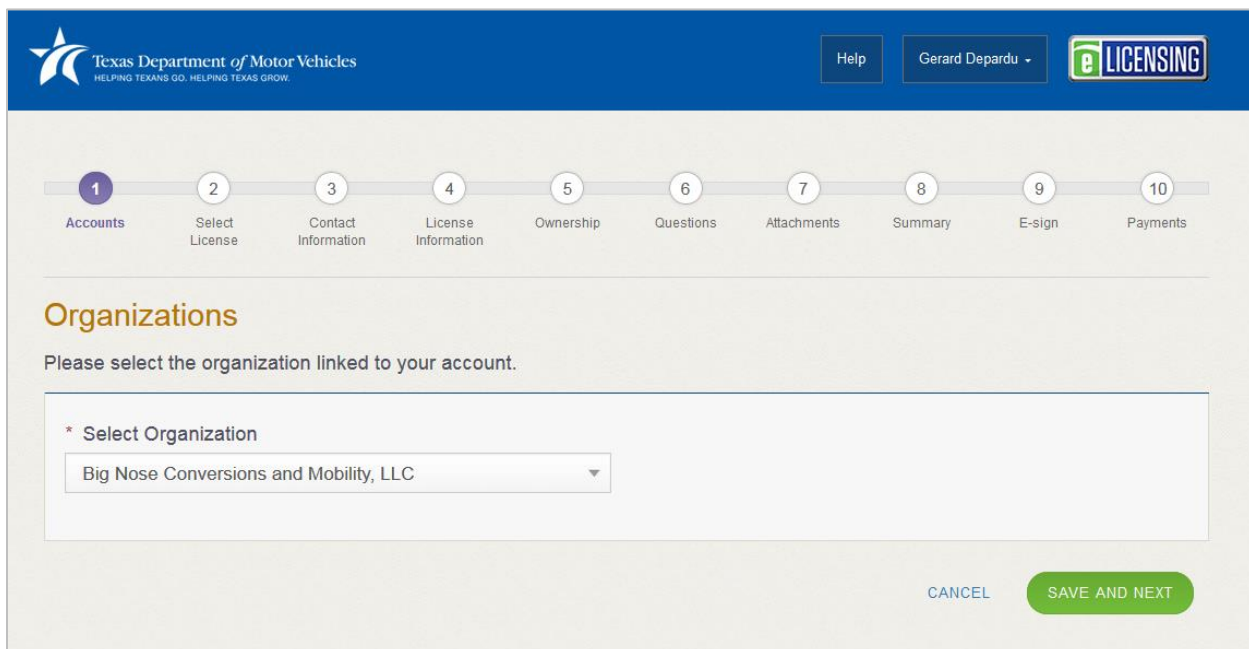
8.3 Renewal Application

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Renew a License** area.



8.3.1 Accounts

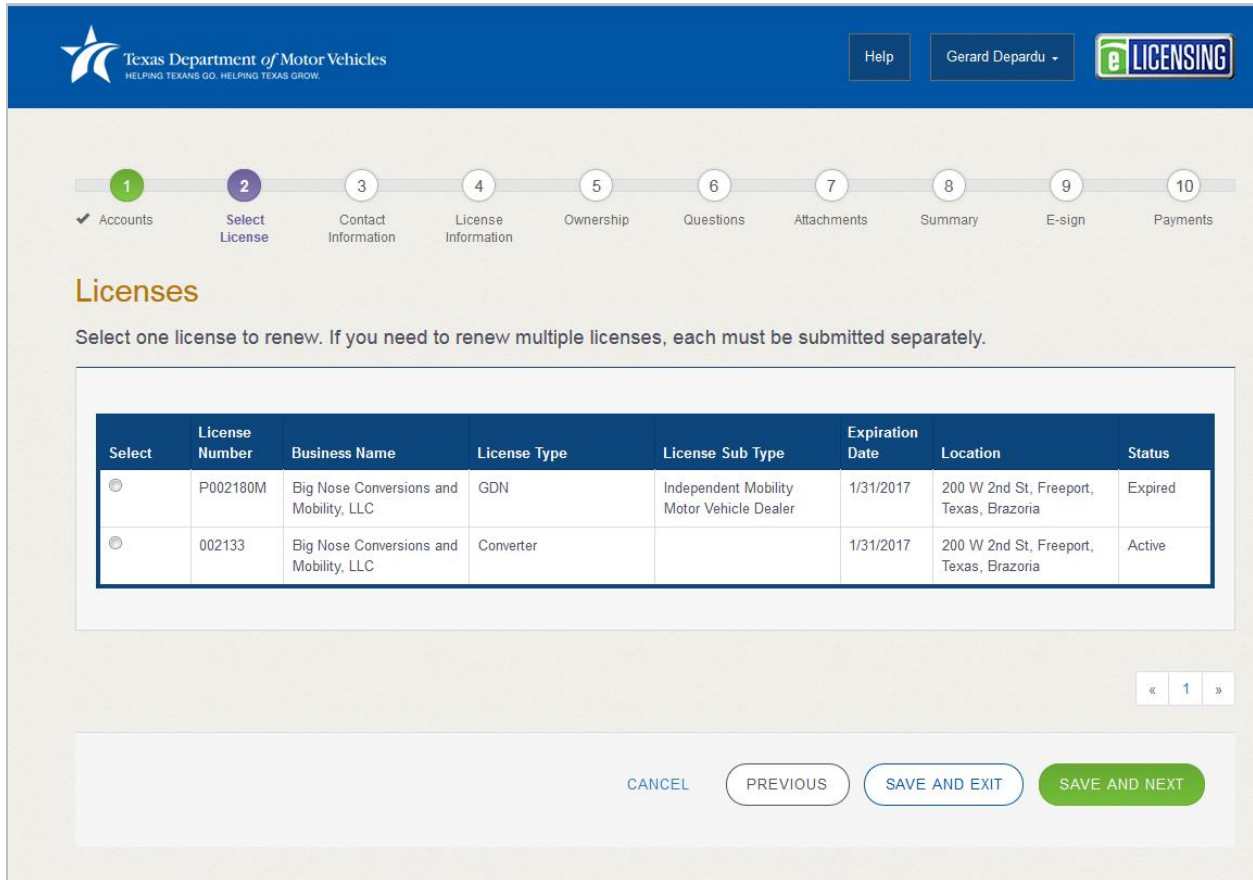
1. On the *Organizations* page, click the drop-down list and select your organization.



2. Click the **SAVE AND NEXT** button.

8.3.2 Select License

1. On the *Licenses* page, select the license to renew. Note that only the licenses eligible for renewal are displayed.



Licenses

Select one license to renew. If you need to renew multiple licenses, each must be submitted separately.


Select	License Number	Business Name	License Type	License Sub Type	Expiration Date	Location	Status
<input type="radio"/>	P002180M	Big Nose Conversions and Mobility, LLC	GDN	Independent Mobility Motor Vehicle Dealer	1/31/2017	200 W 2nd St, Freeport, Texas, Brazoria	Expired
<input type="radio"/>	002133	Big Nose Conversions and Mobility, LLC	Converter		1/31/2017	200 W 2nd St, Freeport, Texas, Brazoria	Active

[CANCEL](#) [PREVIOUS](#) [SAVE AND EXIT](#) [SAVE AND NEXT](#)

2. Click the **SAVE AND NEXT** button.

8.3.3 Contact Information

1. On the *Contact Information* page, make any changes needed to the person listed who can be contacted about this renewal application.

 Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Help Gerard Depardu e LICENSING

1 Accounts

2 Select License

3 Contact Information

4 License Information

5 Ownership

6 Questions

7 Attachments

8 Summary

9 E-sign

10 Payments

Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

Application Contact


* First Name	Middle Name	* Last Name
Gerard		Depardu
* Email	* Phone	
bignoseconversions@mailinator.com	(979) 233-3526	

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. Click the **SAVE AND NEXT** button.

8.3.4 License Information


1. On the top of the *License Information* page, verify that the information is correct or make any changes necessary.



Texas Department of Motor Vehicles
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Help

Gerard Depardu ▾



1
✓ Accounts

2
✓ Select License

3
✓ Contact Information

4
License Information

5
Ownership

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Questions

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Attachments

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Payments

License Information

Confirm your contact information is correct or make changes as necessary:

License Contact Information

Enter contact information for the person TxDMV may communicate with concerning the daily operations of the dealership

* First Name

Middle Name

* Last Name

* Phone

* Email

- In the **Business section** of the page, verify that the information is correct or make any changes necessary.

Business Website

* Business Phone

* Business Email

Business Fax

3. In the **Mailing Address** section of the page, verify that the information is correct or make any changes necessary.

Mailing Address

* Address Line 1

Address Line 2

* City

* State

Texas

* Zip

* County

Brazoria

* Country

USA

VALIDATE ADDRESS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

4. Click the **SAVE AND NEXT** button.
5. On the *Associated Licenses to Renew* page:
 - a. To renew an existing Representative select Renew from the Action drop down

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✓ Accounts

✓ Select License

✓ Contact Information

License Information

Ownership

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Associated Licenses to Renew

Select the Representative license you would like to renew together with your license. If you would like to cancel the representative license, indicate if you want the cancellation at expiration date or at renewal of your license.

License Number	Representative Name	Location	Status	Expiration Date	Action
002134	Cyrano de Bergerac	500 N BRAZOSPORT BLVD, FREEPORT, Texas, Brazoria	Active	1/31/2017	<div> <div>--None--</div> <div> <div>--None--</div> <div>Renew</div> <div>Cancel at expiration date</div> <div>Cancel at renewal</div> </div> </div>

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

- b. If you will not be renewing an existing Representative select either Cancel at expiration date or Cancel at renewal to have the license closed.

Note: If not renewing a Representative it will be necessary for you to submit a new Representative application before the renewal can be approved.

6. On the *Dealer Plates* page, select renew plate or cancel plate for each plate listed.

1

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✓ Accounts

✓ Select License

✓ Contact Information

License Information

Ownership

Questions

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Summary

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Payments

Select the plates you wish to cancel or renew:

Plate Number	License Number	Expiration Date	Actions
C0001A	002237	01/31/2019	-None--
C0002A	002237	01/31/2019	-None--
C0003A	002237	01/31/2019	-None--
C0004A	002237	01/31/2019	-None--
C0005A	002237	01/31/2019	-None--

The identified plates will be canceled at no cost. You will have the opportunity to order additional plates at the next screen.

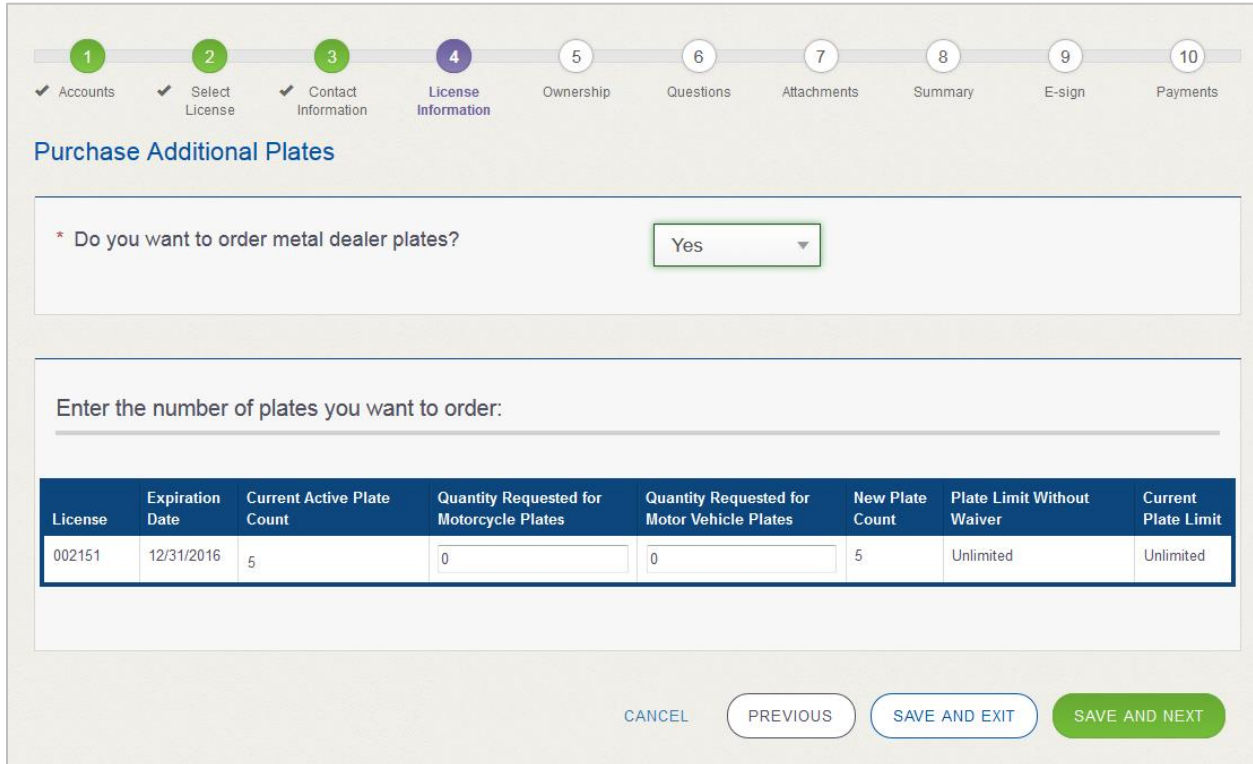
CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

7. On the *Purchase Additional Plates* page, for **Do you want to order metal dealer plates**, click:



Purchase Additional Plates

* Do you want to order metal dealer plates? Yes

Enter the number of plates you want to order:


License	Expiration Date	Current Active Plate Count	Quantity Requested for Motorcycle Plates	Quantity Requested for Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit
002151	12/31/2016	5	0	0	5	Unlimited	Unlimited

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- **No** and click the **SAVE AND NEXT** button.
- **Yes**, and then in the:
 - a. **Quantity Requested** field, enter the number of plates needed.
 - b. Click the **SAVE AND NEXT** button.

8.3.5 Ownership

1. On the *Ownership* page:
 - a. Review current information (If updates are needed an amendment must be submitted)


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Help
Independent Dealer ▾

1
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10

✓ Accounts
✓ Select License
✓ Contact Information
✓ License Information
Ownership
Questions
Attachments
Summary
E-sign
Payments

Ownership

Enter the business ownership details below.

Individual Ownership

Name	Date of Birth	Ownership %
Independent Vehicle	10/31/1956	100.00%

Business Ownership

Name	EIN	Ownership %
------	-----	-------------

Management Changes

Name	Title	Date of Birth
------	-------	---------------

b. In the **Ownership Questions** section:

Ownership Questions

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice?

--None--

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

If you answer:

- No**, click the **SAVE AND NEXT** button.
- Yes** to any of the questions:
 - On the *Criminal History* page displayed, click the **ADD** button for the first name.

Independent Dealer

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✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

Ownership

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E-sign

Payments

Criminal History

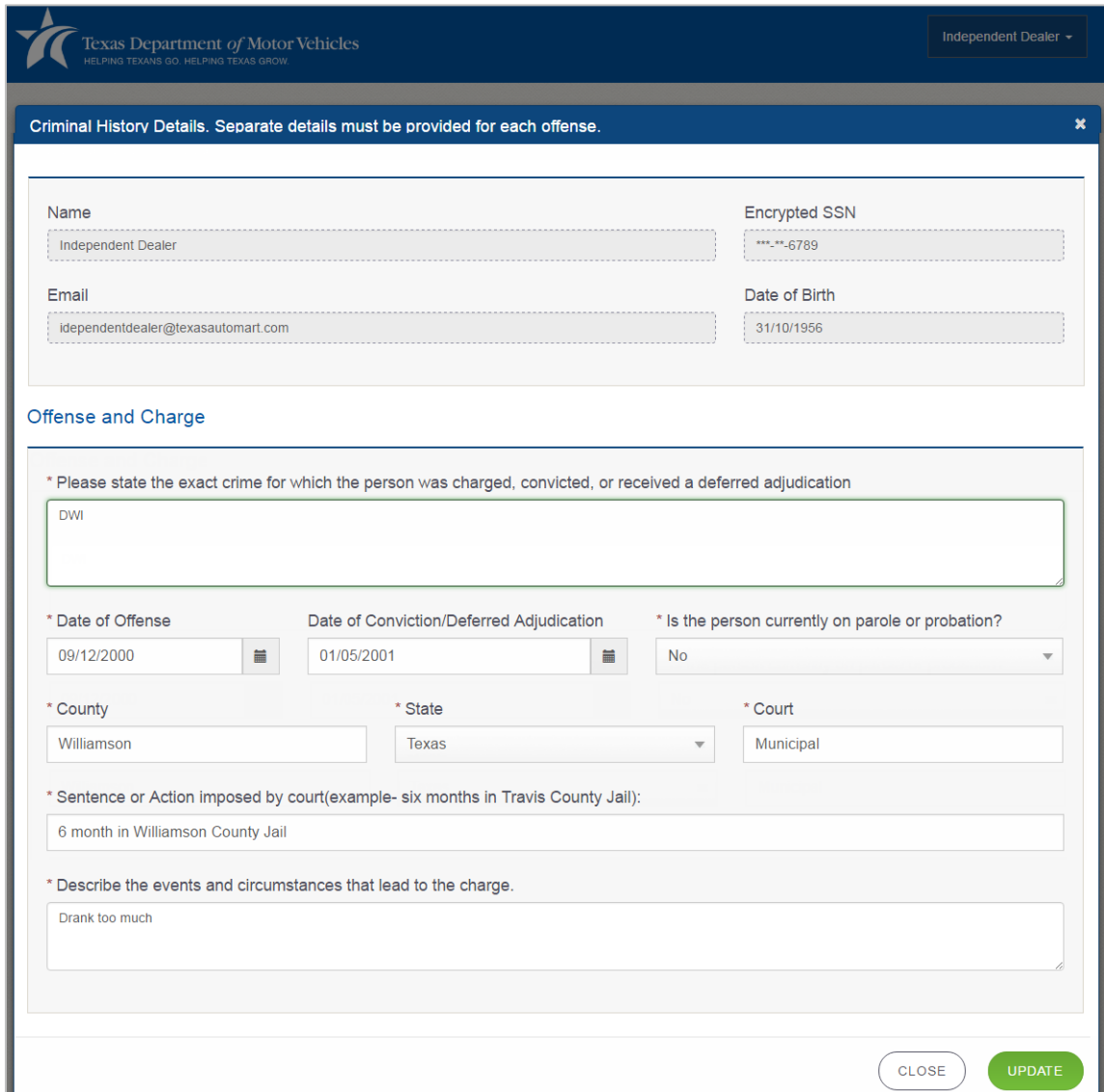
Select an individual to add the details of their criminal history. You may add details for more than one individual

Owners List

Name	Email Address	Criminal History Details
Independent Vehicle	imvd@texasautomart.com	ADD

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

b. On the *Criminal History Details* popup:



Criminal History Details. Separate details must be provided for each offense.

Name: Independent Dealer
Encrypted SSN: ***-**-6789
Email: independentdealer@texasautomart.com
Date of Birth: 31/10/1956

Offense and Charge

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication
DUI

* Date of Offense: 09/12/2000
Date of Conviction/Deferred Adjudication: 01/05/2001
* Is the person currently on parole or probation? No

* County: Williamson
* State: Texas
* Court: Municipal

* Sentence or Action imposed by court(example- six months in Travis County Jail):
6 month in Williamson County Jail

* Describe the events and circumstances that lead to the charge.
Drank too much

CLOSE UPDATE

- In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
- For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar)
- For **Is person currently on parole or probation**, select Yes or No.
- For **County**, type in the name of the county in which the offense occurred.
- For **State**, type in the name of the state in which the offense occurred.

- For **Court**, type in the type of court in which the offense was adjudicated.
 - For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
 - For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
 - Click the **UPDATE** button.
- c. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page or click the **SAVE AND NEXT** button.

Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.

8.3.6 Questions

You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.

If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

8.3.6.1 Military Service Questions

You are required to answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.

If your response is **Yes**, several more questions display to determine if you currently have a license, which may mean the licensing fee will be waived.

Questions

Enter the following questions in order to complete your application.

* Is the applicant a Military Service member, Military Veteran, or Military Spouse?

Yes

* Does the applicant currently hold this type of license in another jurisdiction?

Yes

* Did the applicant at some time in the last five years hold this type of license in Texas?

Yes

Additional Details

By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

By Texas law you are eligible for expedited processing of this application. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status, and either your Texas License Number or a copy of your current license from another jurisdiction.

License Number

1. Select the:

- **No** response and continue to the next question.
- **Yes** response and:
 - a. If you answer **Yes** to either condition, type in the **License Number** of the current license.
 - b. Continue to the next question.

Note: On the *Attachments* page displayed later, you will be required to upload supporting documentation (such as active duty orders or DD-214) to confirm the status as well as either your Texas license number or a copy of the current license from the other jurisdiction.

8.3.6.2 Changes in Business Structure Question

* Have there been any changes in business structure or ownership since your last application or renewal? If yes, you will need to complete the amendment application.

--None--

2. Select the:

- **No** response and click the **SAVE AND NEXT** button.
- **Yes** response, and the **SAVE AND NEXT** button, but remember to apply for an amendment with this renewal application.

Note: You can complete this application and, in the Payment area, select the Add Application feature to complete the amendment.

8.3.6.3 Changes in Conversion Packages Question

* Have there been any changes to the existing conversion packages since your last application or renewal? If yes, please complete the amendment application.

--None-- ▼

3. Select the:

- **No** response and click the **SAVE AND NEXT** button.
- **Yes** response, and the **SAVE AND NEXT** button, but remember to apply for an amendment with this renewal application.

Note: You can complete this application and, in the Payment area, select the Add Application feature to complete the amendment.

8.3.7 Attachments

You must have the following information scanned into files so you can upload them from your local computer or a shared resource:

- Assumed Name Certificates
- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State
- Driver's licenses (or passport, official identification cards, and so on) for new owners or management staff

You must also have available:

- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?

* County * State * Court

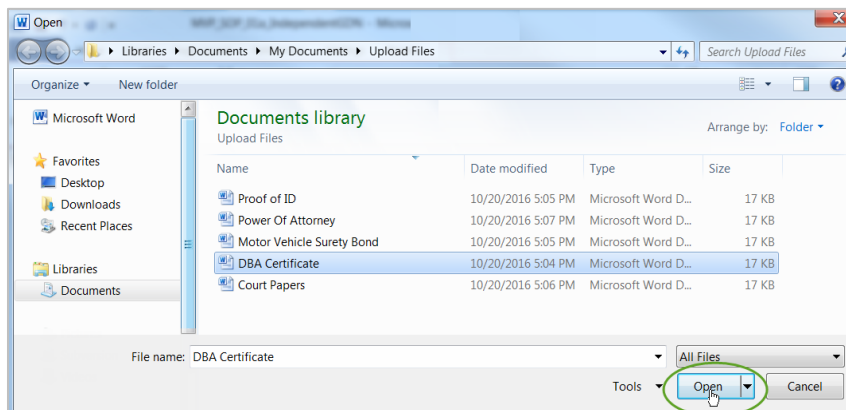
* Sentence or Action imposed by court(example- six months in Travis County Jail):

* Describe the events and circumstances that lead to the charge.

- Court papers and supporting documents related to information in the criminal history, specifically the indictment and final disposition.

1. On the *Required Attachments* page, for each item displayed:

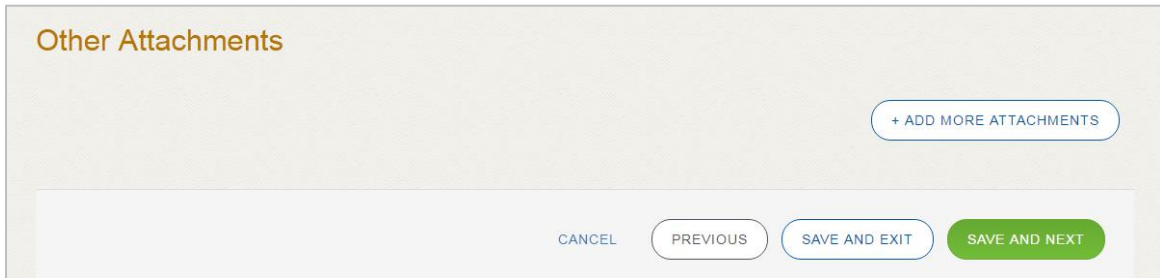
- Click the **CHOOSE FILE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



- c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

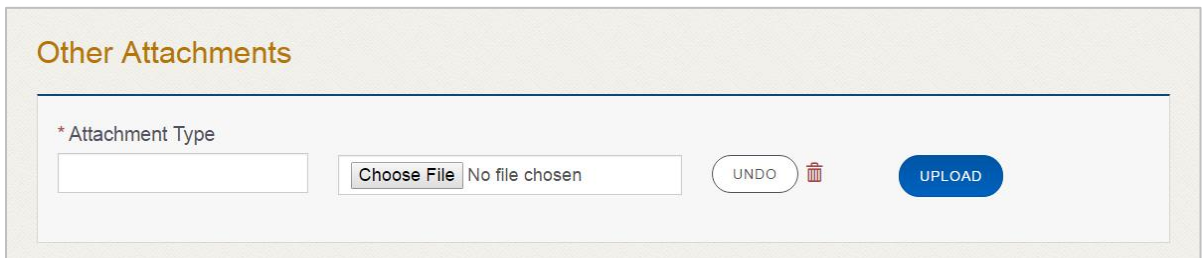
Note: The name of the file displays to the far right of the of the uploaded file field. To upload a replacement file, click the **UNDO** button or the red trash can.

2. To add a file not requested on the page:
 - a. Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).



The screenshot shows a light gray box titled "Other Attachments" in orange. In the top right corner, there is a blue button with a plus sign and the text "+ ADD MORE ATTACHMENTS". At the bottom of the box, there is a row of four buttons: "CANCEL", "PREVIOUS", "SAVE AND EXIT", and "SAVE AND NEXT". The "SAVE AND NEXT" button is highlighted in green.

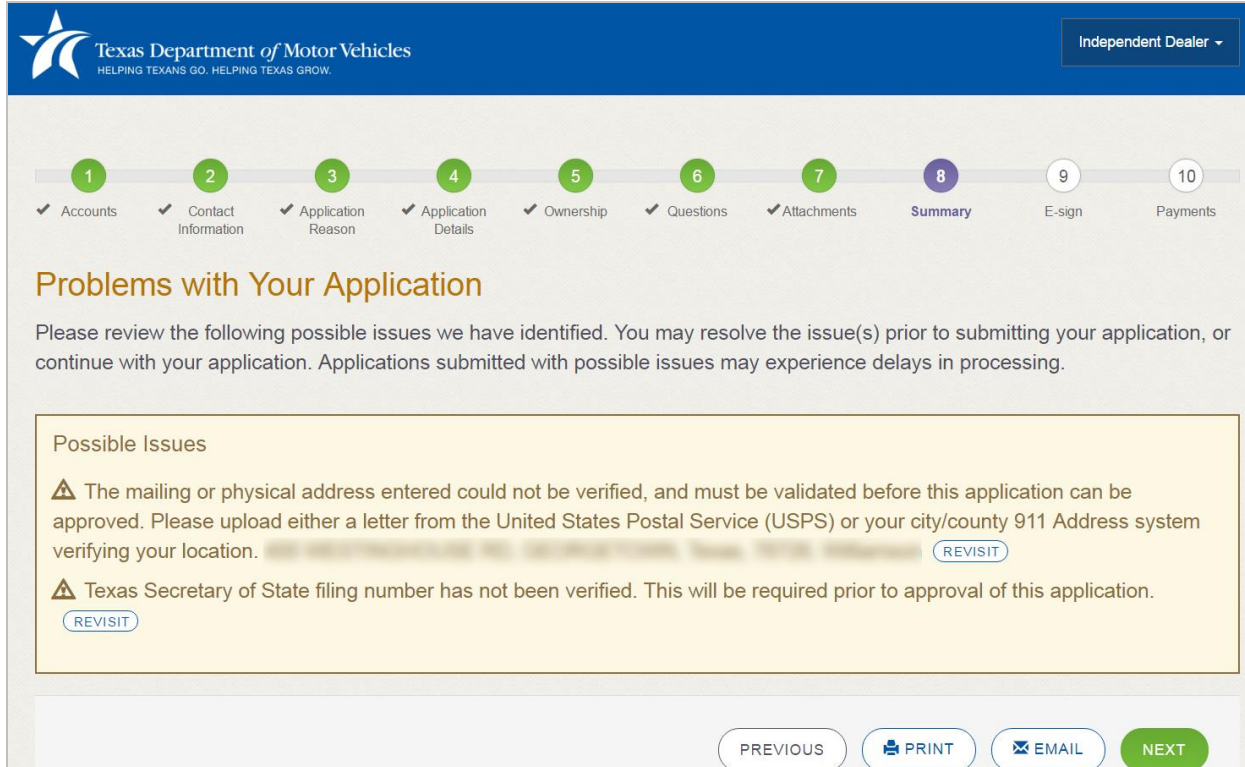
- b. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.



The screenshot shows the "Other Attachments" section with a form area. Inside the form, there is a label "* Attachment Type" above a text input field. To the right of the input field is a file selection button labeled "Choose File" with the text "No file chosen" next to it. Further right are two buttons: "UNDO" and a trash icon. To the far right is a blue "UPLOAD" button.

3. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.

If the application has issues that need to be resolved, the *Problems with Your Application* page displays.



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Independent Dealer ▾

1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 **Summary** 9 E-sign 10 Payments

Problems with Your Application

Please review the following possible issues we have identified. You may resolve the issue(s) prior to submitting your application, or continue with your application. Applications submitted with possible issues may experience delays in processing.

Possible Issues

- ⚠ The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location. [REVISIT](#)
- ⚠ Texas Secretary of State filing number has not been verified. This will be required prior to approval of this application. [REVISIT](#)

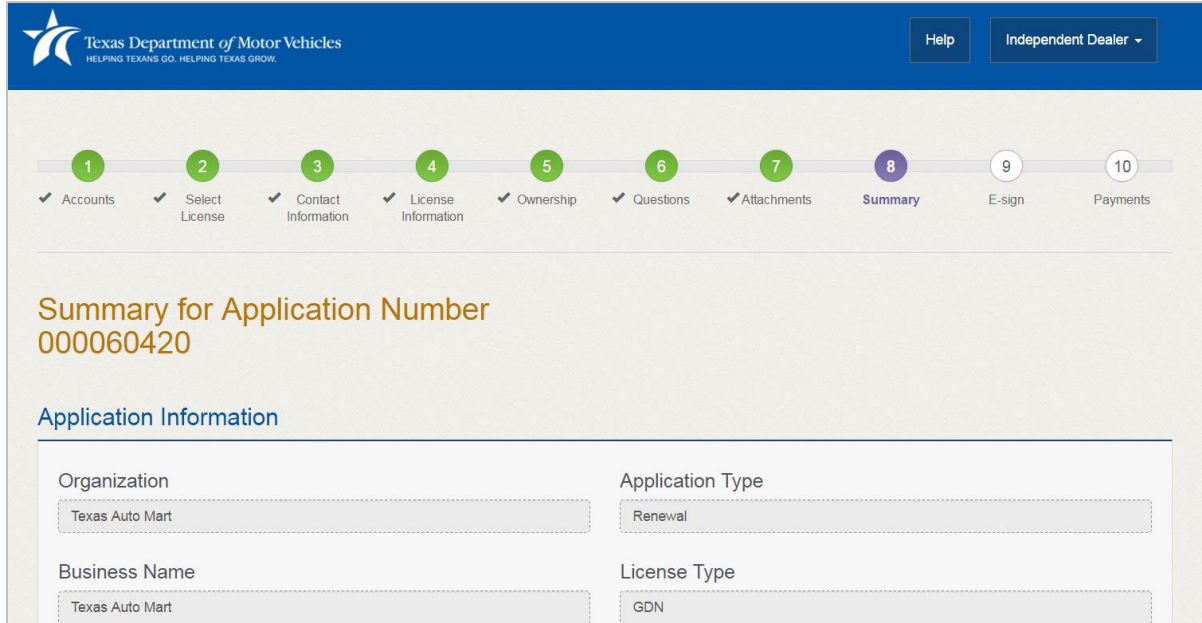
[PREVIOUS](#) [PRINT](#) [EMAIL](#) [NEXT](#)

To return to the page on which the issue can be resolved, you can click the **REVISIT** button and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.

To skip making fixes at this time, you can click the **NEXT** button to display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

8.3.8 Summary

1. When the Summary page displays, click the **SAVE AND NEXT** button.



The screenshot shows the Texas Department of Motor Vehicles eLicensing interface. At the top, there is a blue header with the department's logo and name, a "Help" button, and a dropdown menu for "Independent Dealer". Below the header is a progress bar with 10 steps: 1. Accounts, 2. Select License, 3. Contact Information, 4. License Information, 5. Ownership, 6. Questions, 7. Attachments, 8. Summary (highlighted in purple), 9. E-sign, and 10. Payments. The main content area is titled "Summary for Application Number 000060420". Under the "Application Information" section, there are four input fields: "Organization" (Texas Auto Mart), "Application Type" (Renewal), "Business Name" (Texas Auto Mart), and "License Type" (GDN).

8.3.9 Signature

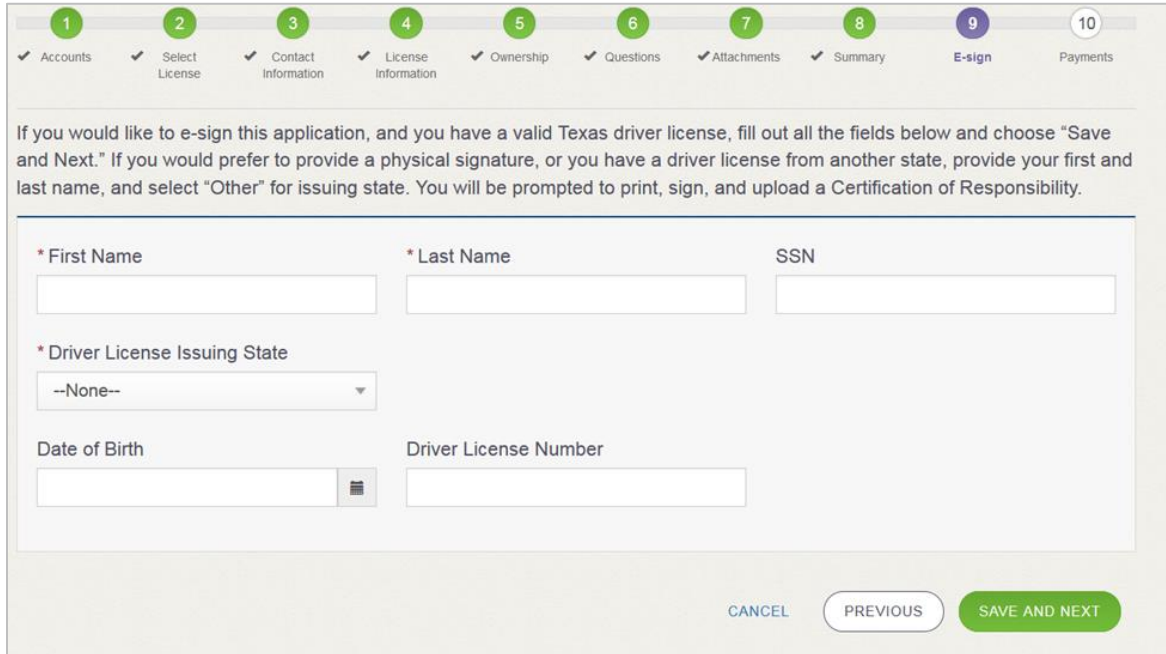
If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

If you have a valid Texas driver's license, you can electronically sign the application, which includes a Certificate of Responsibility that you must agree to.

If you do not have a Texas driver's license or your license cannot be verified by the system, you must download a file containing the Certificate of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

8.3.9.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:

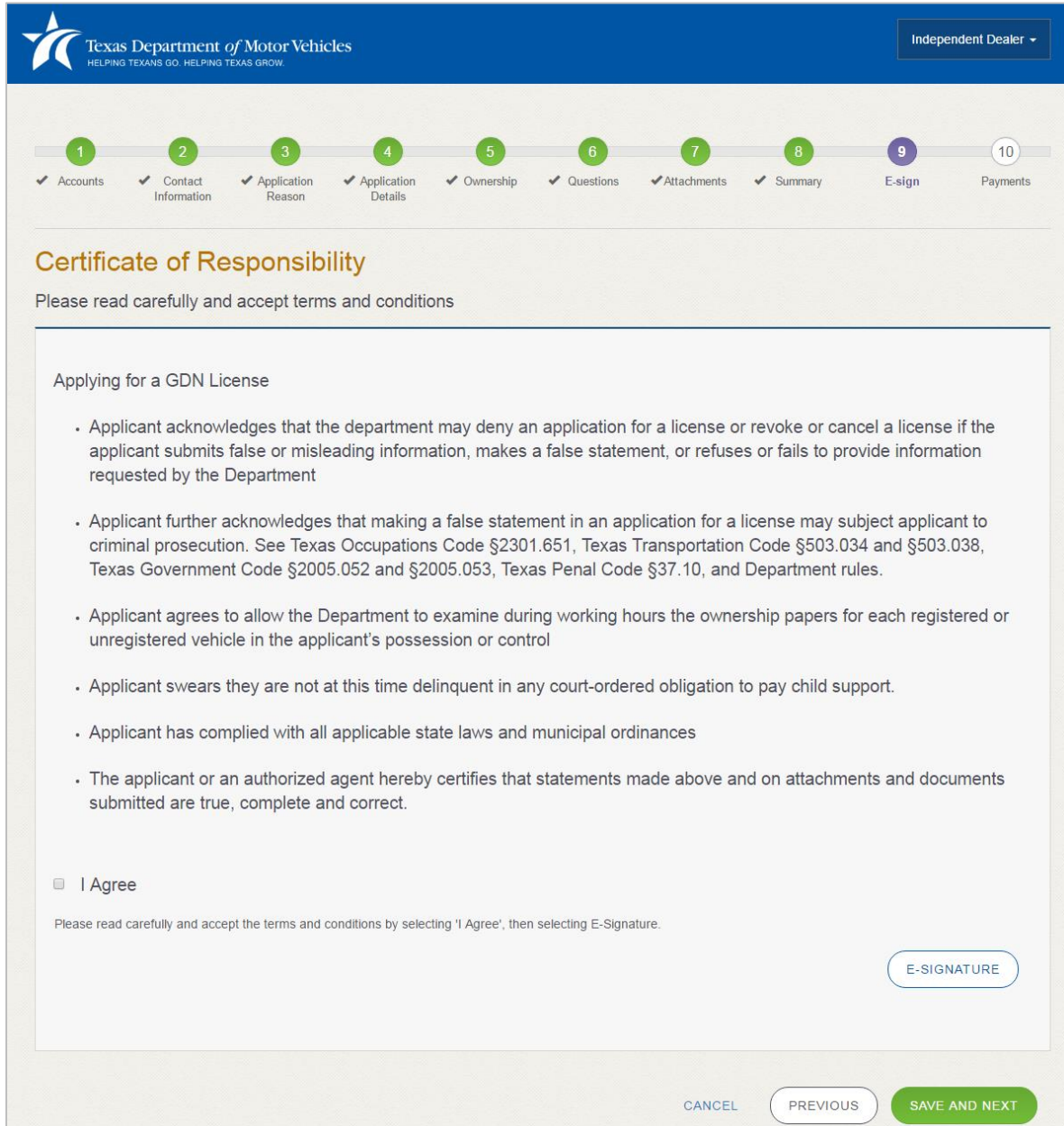


- For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

Note: If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 8.3.9.2.

- For **SSN**, type in the numbers and dashes of your social security number.
- From the **Driver License Issuing State** dropdown, select Texas.
- For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license
- For **Driver License Number**, type in the string of number and letters.
- If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary E-sign Payments

Certificate of Responsibility

Please read carefully and accept terms and conditions

Applying for a GDN License

- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the Department
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

☐ I Agree

Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

E-SIGNATURE

CANCEL PREVIOUS SAVE AND NEXT

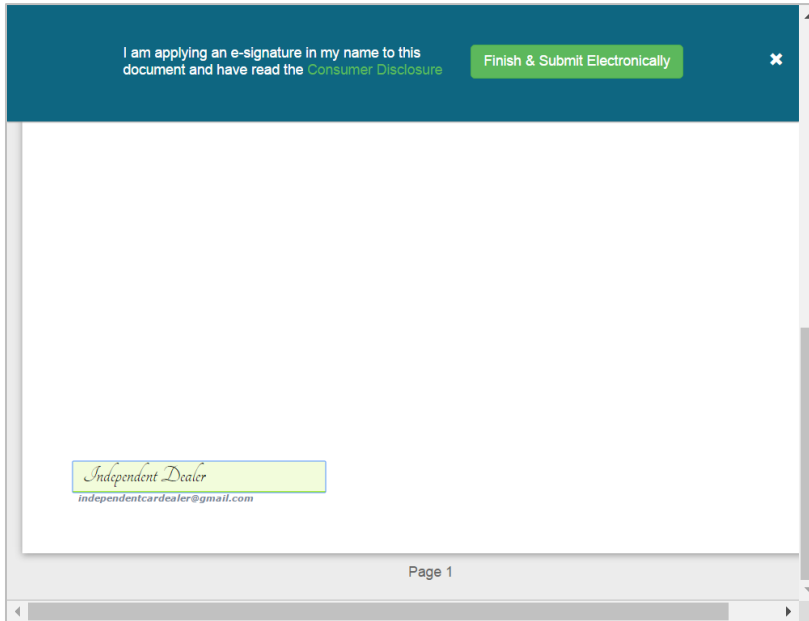
a. Carefully read the terms and conditions for the license.

b. Click the **I Agree** option button.

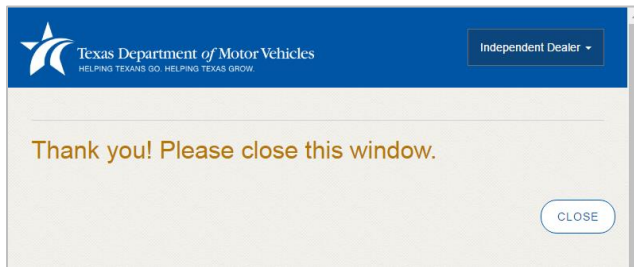
c. Click the **E-SIGNATURE** button.

3. On the popup:

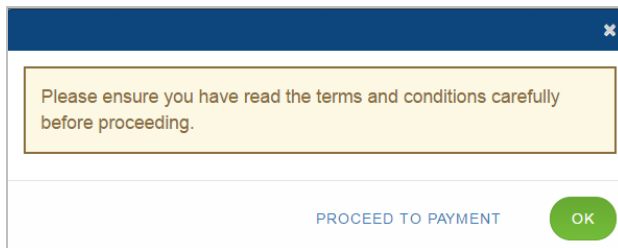
a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



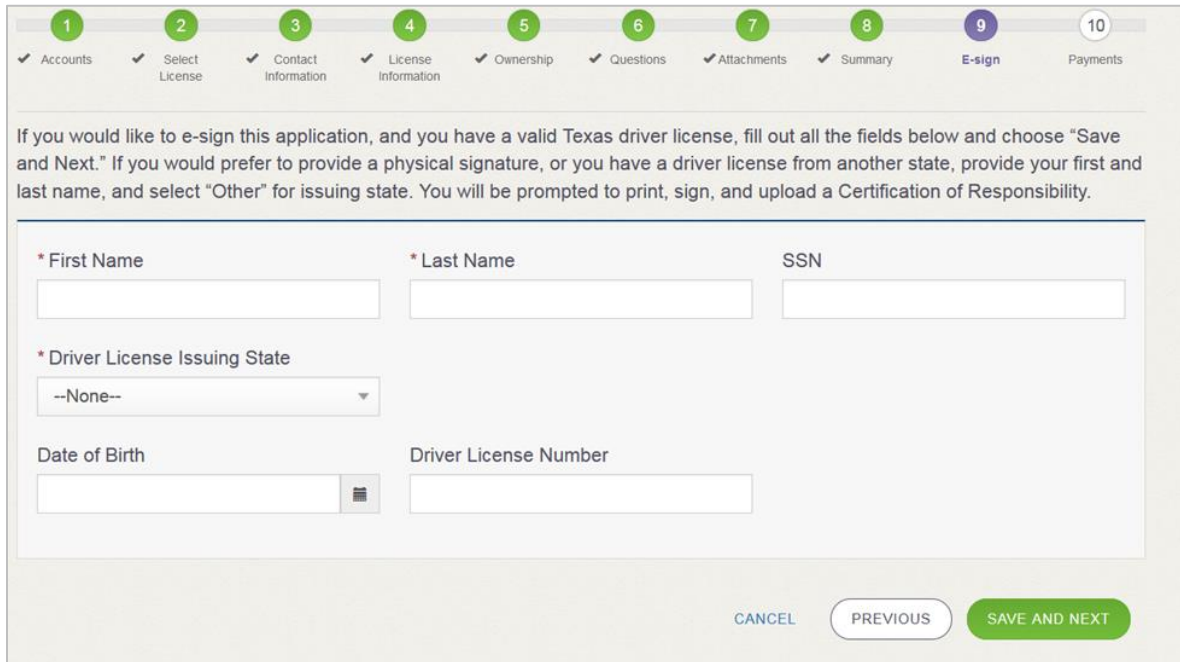
5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 75.

8.3.9.2 Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:



1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

--None--

Date of Birth Driver License Number

CANCEL PREVIOUS **SAVE AND NEXT**

- For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- For the **Driver License Issuing State** select Other from the dropdown
- The screen will automatically change to offer the print scan upload section.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

1

2

3

4

5

6

7

8

9

10

✓ Accounts

✓ Select License

✓ Contact Information

✓ License Information

✓ Ownership

✓ Questions

✓ Attachments

✓ Summary

E-sign

Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name

Steven

* Last Name

McGarrett

SSN

* Driver License Issuing State

Other

Date of Birth

Driver License Number

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Browse...

No file selected.

UNDO

UPLOAD


CANCEL


PREVIOUS

SAVE AND NEXT

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF to your local printer.

4. Carefully read the document and sign and date it.

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Certificate of Responsibility

Plate Application

Please read carefully and accept the terms and conditions. By signing below, the license holder certifies the following:

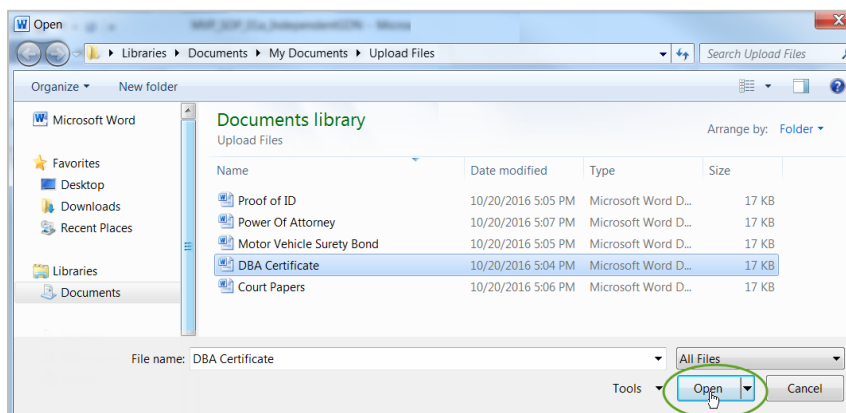
- All the information contained in the application and any attachments is true and correct;
- The license holder will not use or permit plates to be used for any purpose other than those specified in Texas Occupations Code Chapter 2301 and Transportation Code Chapter 503; and
- The license holder agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the license holder's possession or control.

Date: _____ Printed Name: _____

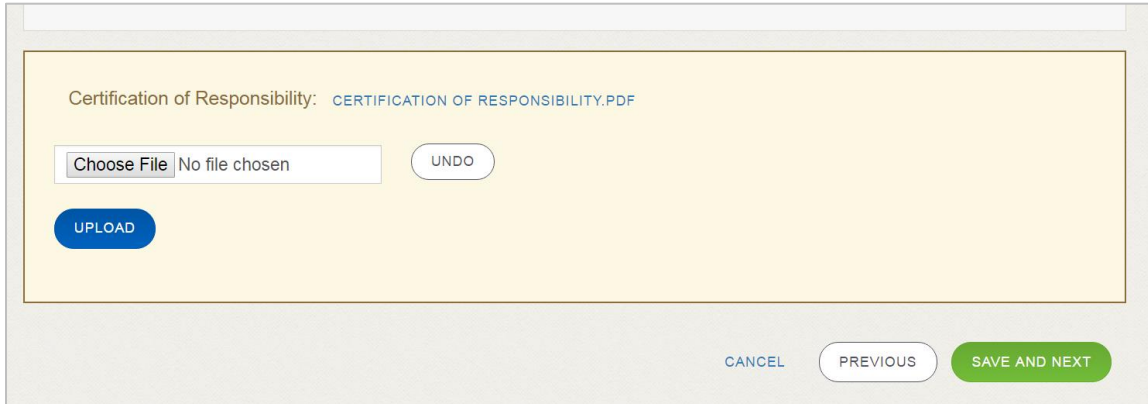
Authorized Signature: _____

Title: _____

5. To upload and attach the signed document to this plate application:
 - a. Scan the document to a file and save it to your local computer (or a shared network resource).
 - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
 - c. In the *Open* Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

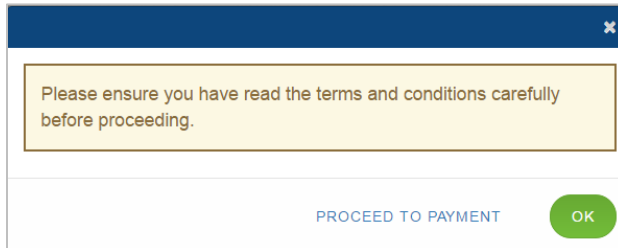


- d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



8.3.10 Payments and Application Submission

You can either pay the fees associated with this application, pay all applications (if you have multiple), or work on another license application and then combine the payments into one transaction later.

To return to the *Welcome* page and work on another application, click the **ADD APPLICATION** button. Otherwise:

1. On the *Payment Summary* page, click the option button of the application or click **Select All** option button.

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ? [ADD APPLICATION +](#)

Applications for Payment :

☐ Select All

☐ 000060420 Renewal GDN Application P001852

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
GDN Renewal Fee	\$400.00	per application	1		\$400.00
GDN New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate	4		\$360.00
				Total	\$760.00

Subtotal : \$0.00

2. On the bottom of the page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☐ Credit Card ☐ ACH/eCheck

Grand Total : \$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

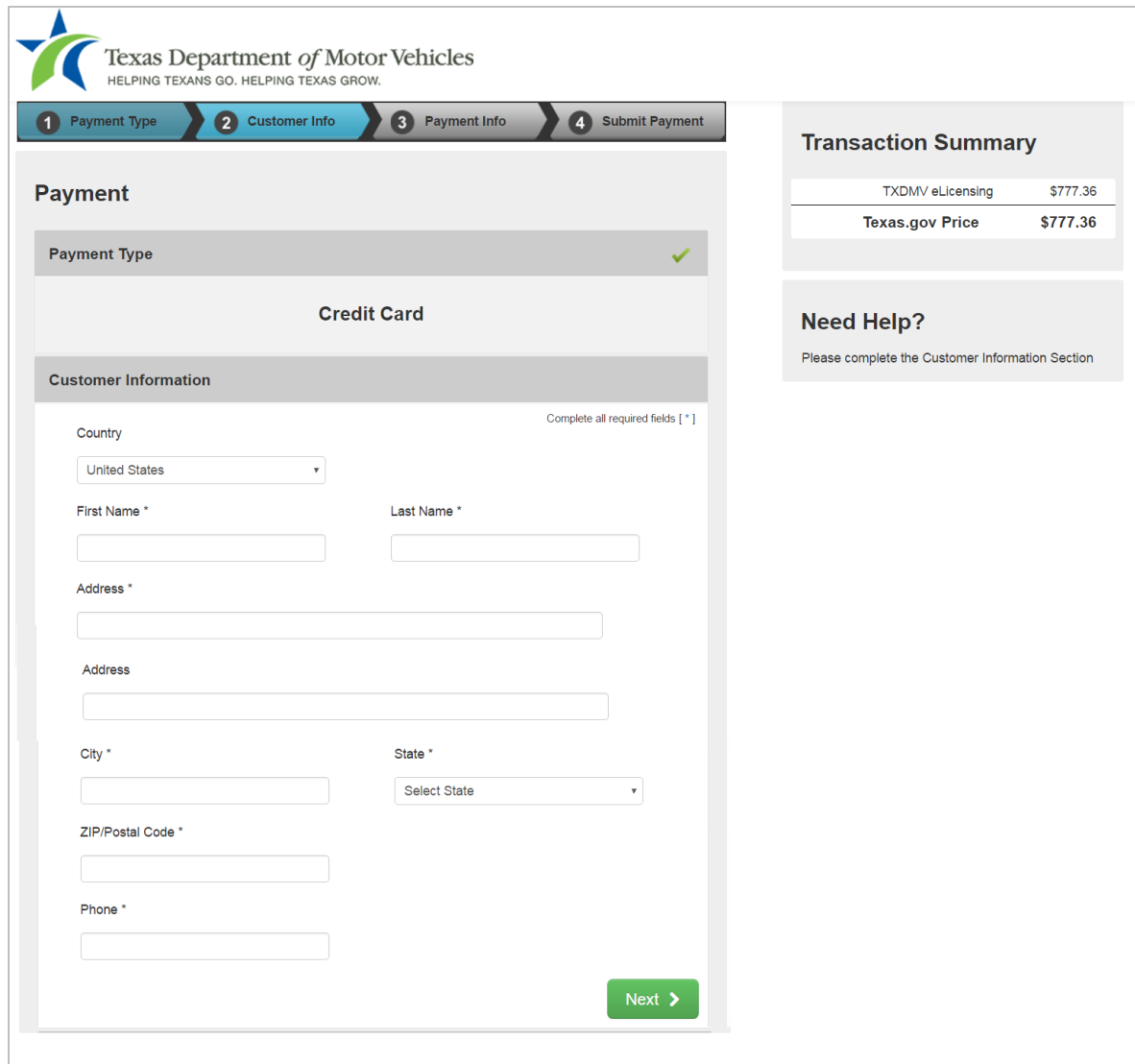
You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

[EXIT](#)
[PROCEED TO PAY](#)

3. Read the payment processing note and click the **PROCEED TO PAY** button.

Note: Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

4. In the **Customer Information** section on the *Payment* page:



Payment

Payment Type ✓

Credit Card

Customer Information

Country Complete all required fields [*]

First Name *

Last Name *

Address *

Address

City *

State *

ZIP/Postal Code *

Phone *

Next >

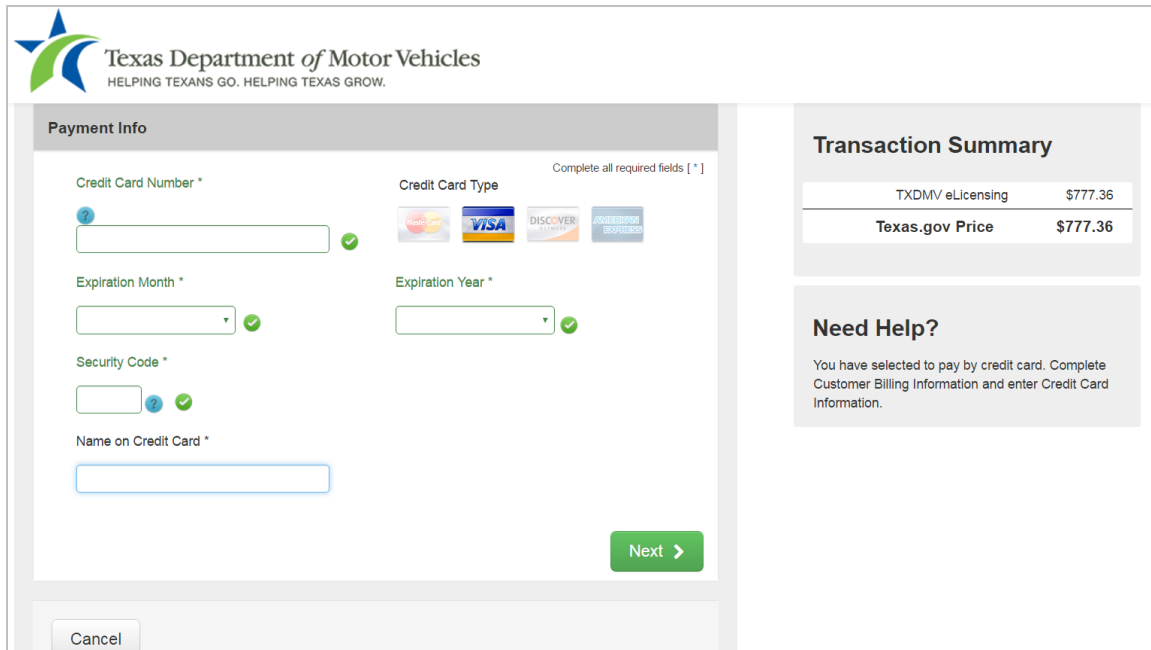
Transaction Summary

TXDMV eLicensing	\$777.36
Texas.gov Price	\$777.36

Need Help?
Please complete the Customer Information Section

- a. For **First Name**, type in your first name as it appears on the credit card being used.
- b. For **Last Name**, type in your last name as it appears on the credit card being used.
- c. For **Address**, type in the street number and name of the street used to bill the credit being used.
- d. For **Address 2**, type in additional information (like the suite or building number).
- e. For **City**, type in the name of the city.

- f. For **State**, select the name of the state from the dropdown list.
 - g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
 - h. For **Phone**, type in the telephone associated with the credit card holder.
 - i. Click the **Next** button.
5. In the **Payment Info** section on the *Payment* page:



Payment Info

Credit Card Number *

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Next >

Cancel

Transaction Summary

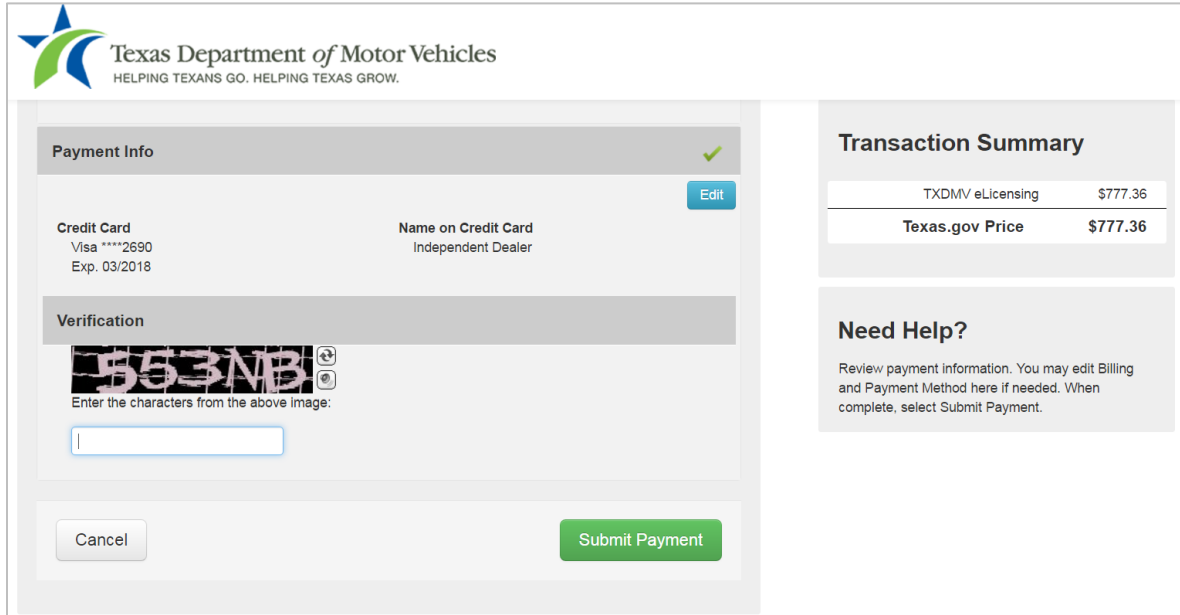
TXDMV eLicensing	\$777.36
Texas.gov Price	\$777.36

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

- a. For **Credit Card Number**, type in the string of numbers from the credit card.
- b. For **Expiration Month**, select the appropriate month from the drop-down.
- c. For **Expiration Year**, select the appropriate year from the drop-down.
- d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
- e. For **Name**, type in the name as it appears on the credit card.
- f. Click the **Next** button.

- In the **Verification** section, enter the characters from the image displayed.



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Payment Info ✓

Credit Card
Visa ****2690
Exp. 03/2018

Name on Credit Card
Independent Dealer

Verification

553NB

Enter the characters from the above image:

Transaction Summary

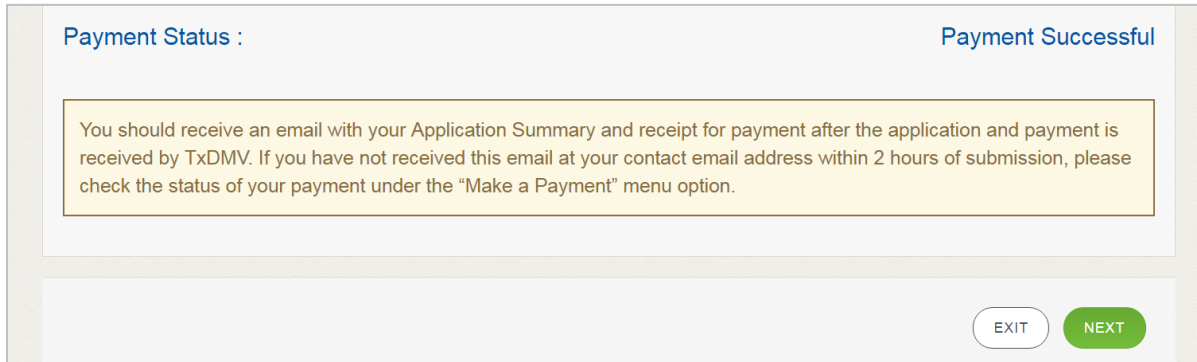
TXDMV eLicensing	\$777.36
Texas.gov Price	\$777.36

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

Submit Payment

- Click the **Submit Payment** button.
- After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page.




Payment Status : **Payment Successful**

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

EXIT **NEXT**

9. Click the **NEXT** button.
10. On the *Applications Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page.


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[Help](#)
[Independent Dealer ▾](#)

Applications Submitted

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000060420	Texas Auto Mart	GDN	Received

[GO TO HOME](#)

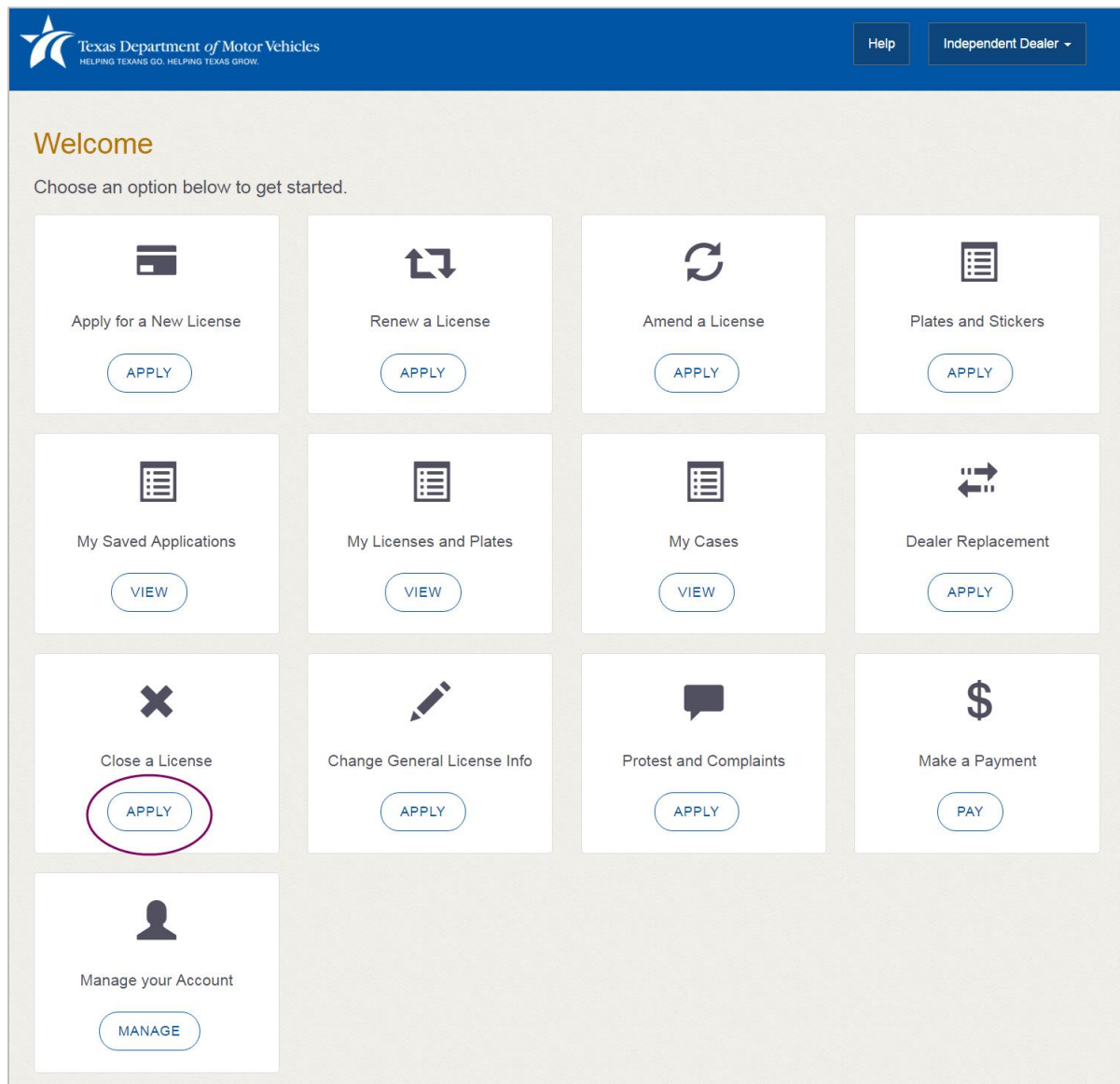
9 Closing a License

You can apply to close a license for various reasons. You can close it voluntarily, for example if it is no longer needed or you are relocating outside of the city in which the dealership was opened. You can close it if the motor vehicle surety bond is cancelled or if you file for bankruptcy.

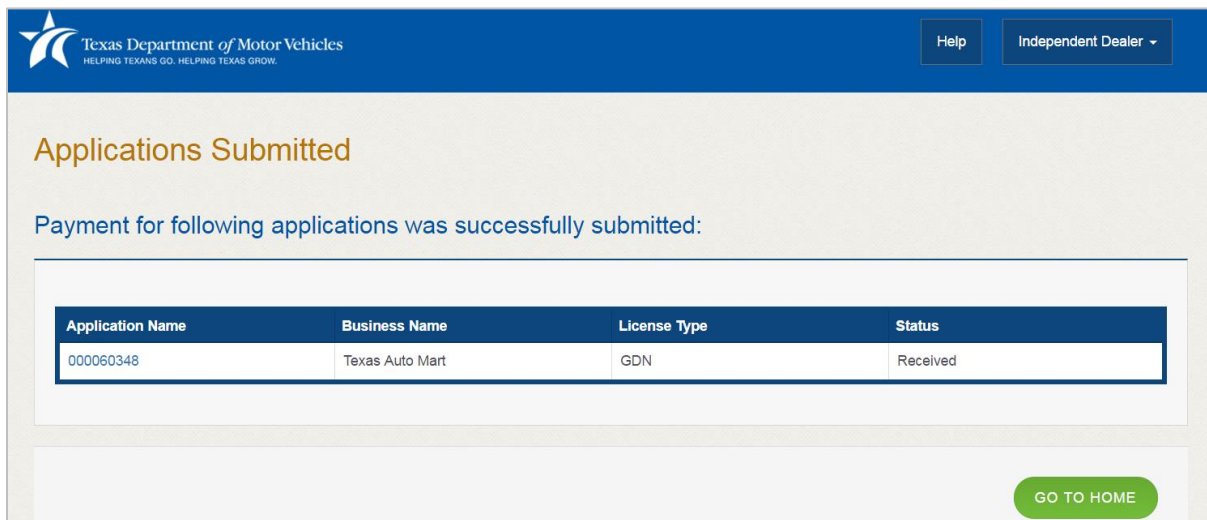
There is no fee to close a license.

To close your license:

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the Close a License area.



2. On the *Organizations* page, select your organization from the dropdown and click the **SAVE AND NEXT** button.
3. On the *Licenses* page, select the license to close and click the **SAVE AND NEXT** button.
4. On the *Contact Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
5. On the *Licenses* page verify all the Representatives are listed.
6. On the *License Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
7. On the *Closure Explanation* page:
 - a. For **Reason**, select the appropriate option button.
 - b. For **Effective Date**, type in the appropriate date.
 - c. Click the **SAVE AND NEXT** button.
8. On the *Attachments* page:
 - a. Locate and upload the statement about your closure.
 - b. Click the **SAVE AND NEXT** button.
9. On the *Application Closure Submitted* page, click the **CLOSE** button.



Application Name	Business Name	License Type	Status
000060348	Texas Auto Mart	GDN	Received

GO TO HOME

10 Converter's Representative Licenses

A converter must apply for a Representative License for the entity, usually an individual however it can be a company, that will act as its agent to promote, distribute, or sell new motor vehicles or to contact dealers in Texas on their behalf. Typically, the eLICENSING Administrator will apply for the Representative License after submitting their license application.

10.1 License Term

Representative Licenses are issued to match the term of the converter being represented. It expires and is renewed with their license.

10.2 License Fees

The fee for a Representative License is \$200.00 for a full 2 year term. However, the fee will be pro-rated to reflect the time remaining on the license term if the representative is engaged during the manufacturer's, distributor's, or converter's license term.

You can use a credit card or electronic check (eCheck) to pay your fees. In addition to the application fees, different convenience processing fees are charged when paying by credit or debit card or when paying by eCheck transactions. These fees are based on the amount of purchase and are displayed on the Payment page.

10.3 Representative License Numbers

The representative license numbers are numeric strings without any letter designations.

10.4 Representative License Information

A person may act as a representative for more than one manufacturer, distributor, or converter, but a separate Representative License must be obtained for each company represented.

The Representative License does not allow the entity to sell new or used motor vehicles to Texas consumers.

A converter must have a separate entity as their Representative; that is, the converter cannot be the Representative.



Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (like uploading a copy of a photo driver's license of each owner).

10.5 Gathering Appropriate Information for the License Application

You must have the following information to complete your Representative license application:

- The filing number with the Texas Secretary of State, if physically located in Texas, when the business entity registered (SOS number), when the Representative is a company.
- The employer identification number (EIN) of the business, when the Representative is a company, or the owner social security number
- Facts of the criminal history of anyone associated with the Representative (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense  Date of Conviction/Deferred Adjudication  * Is the person currently on parole or probation?

* County * State * Court

* Sentence or Action imposed by court(example- six months in Travis County Jail):

* Describe the events and circumstances that lead to the charge.

- Files containing scanned copies of official documents containing the:
 - Driver's licenses (or passport, official identification cards, and so on) of owners

- Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable).

11 Applying for Converter's Representative License

The Representative license application has several web pages that require applicants to type in information and make selections. Depending on the information entered and the selections made, the applicant will be required to upload files containing the related documents when prompted or on the Attachments page.


If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Your Saved License Applications on page 49.

11.1 Getting Started

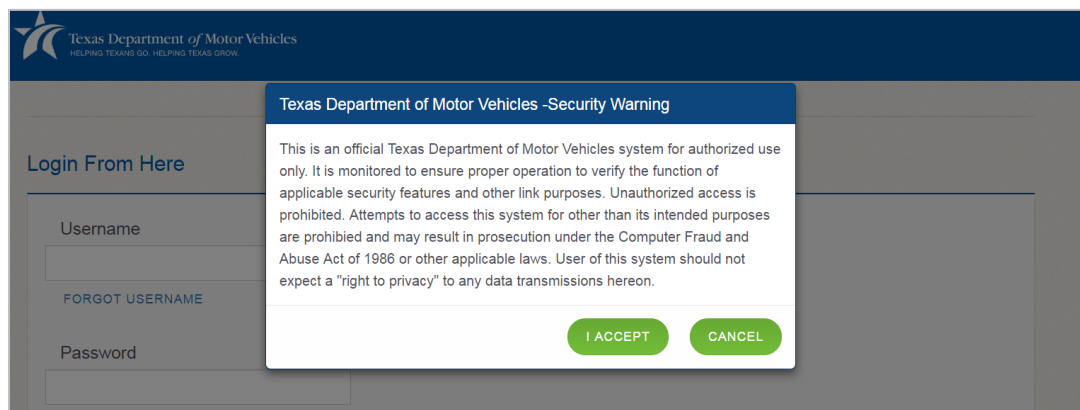
To get started, you must log into your account in eLICENSING and then select your intent to apply for a new license, and associate your company with the license as an organization.

1. If you are:

- Already logged in to your account, skip to Step 2 on the next page.
- Not logged in:
 - 1) Access eLICENSING using the link from the emails TxDMV sent with your eLICENSING login credentials and the link to the eLICENSING login page.

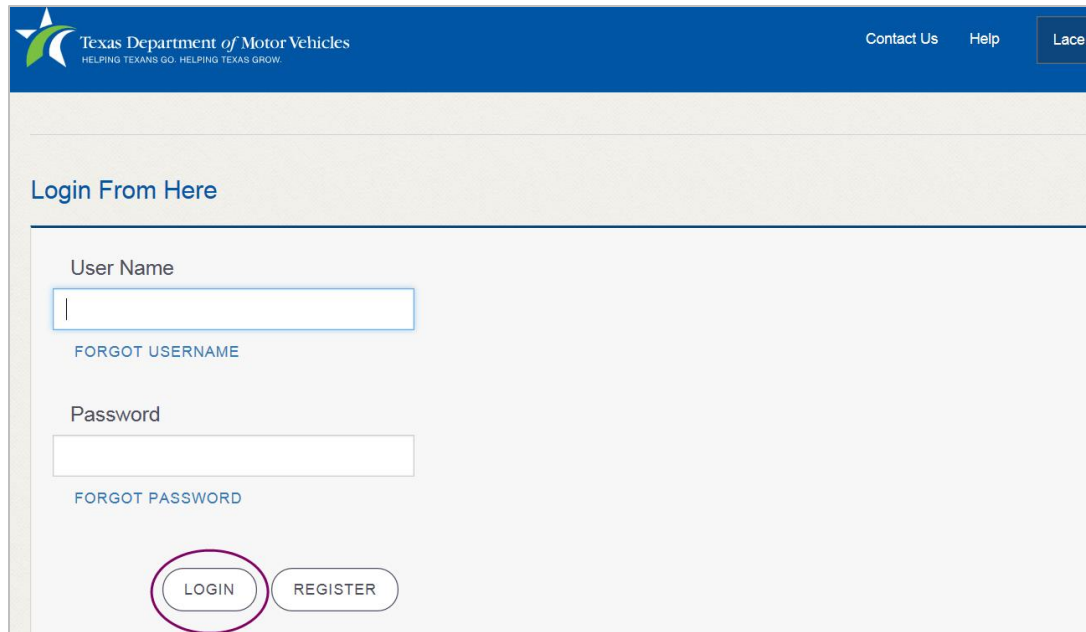
Note: You can also display the www.txdmv.gov/dealers page and click the  button to display the eLICENSING login page.

2) On the *Security Warning* popup, click the **I ACCEPT** button.

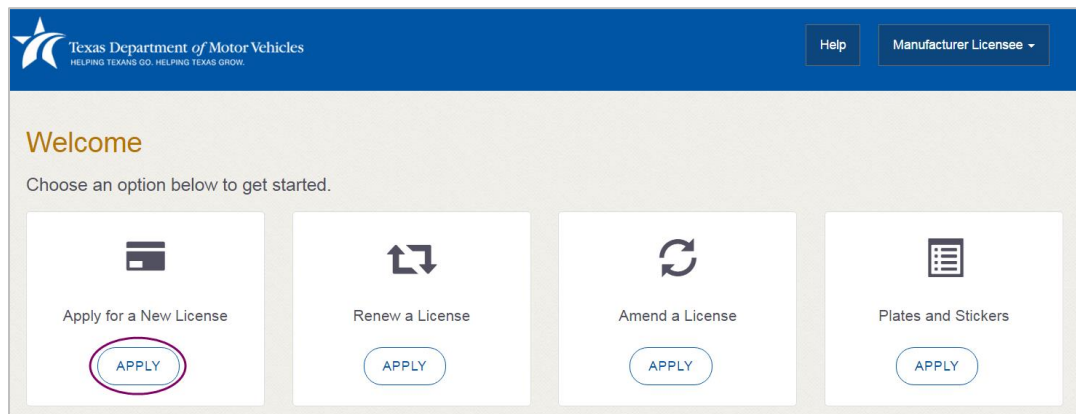


3) On the *Login* page:

- a. Type in your **User Name**.
- b. Type in your **Password**.
- c. Click the **LOGIN** button.



2. On the *Welcome* page displayed after logging into the account, locate the **Apply for a New License** area and click the **APPLY** button.



- On the *License Type* page, locate the **Representative License** area and click its **SELECT** button.

License Types

To apply to license a new business entity not currently listed on your record, you must first add the new business entity to your account. This is done through "Manage Your Account" on the home screen.

Independent (GDN) License	Salvage Dealer License	Lessor License	Representative License
Divided into several categories including: used motor vehicle, used motorcycle, used travel trailer, new or used trailer/semi-trailer, new mobility motor vehicles, wholesale dealers, wholesale motor vehicle More Information ..	Allows you to acquire, sell, dismantle, or repair salvage (nonrepairable) motor vehicles. This license is not required to sell or rebuild four or fewer salvage vehicles in a calendar year. More Information ..	Allows you to lease a motor vehicle titled in your name to another person for more than 180 days. More Information ..	Allows you to perform any duty in Texas relating to promoting the distribution or sale of new motor vehicles, or contacting dealers in Texas, for a manufacturer, distributor, or converter. More Information ..
SELECT	SELECT	SELECT	SELECT

- On the *Organizations* page, select the organization name used to register this dealership and then click the **SAVE AND NEXT** button.

Organizations

Please select the organization linked to your account.

* Select Organization
Central Texas Buick

[CANCEL](#) [SAVE AND NEXT](#)

11.2 Contact Information

On the *Contacts* page, you will identify the people MVD can contact for information about this application and license.

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Help
Manufacturer Licensee ▾

1 Accounts
2 **Contact Information**
3 Application Reason
4 Application Details
5 Ownership
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments

Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

Application Contact

* First Name

Middle Name

* Last Name

* Email

* Phone

License Contact

* First Name

Middle Name

* Last Name

* Email

* Phone

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

1. For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who MVD can speak with about the details of the application and its status. Note that you can optionally change it.
2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.

Note: The license contact may be a different person than the application contact who is handling the application details through the approval.
3. Click the **SAVE AND NEXT** button to continue.

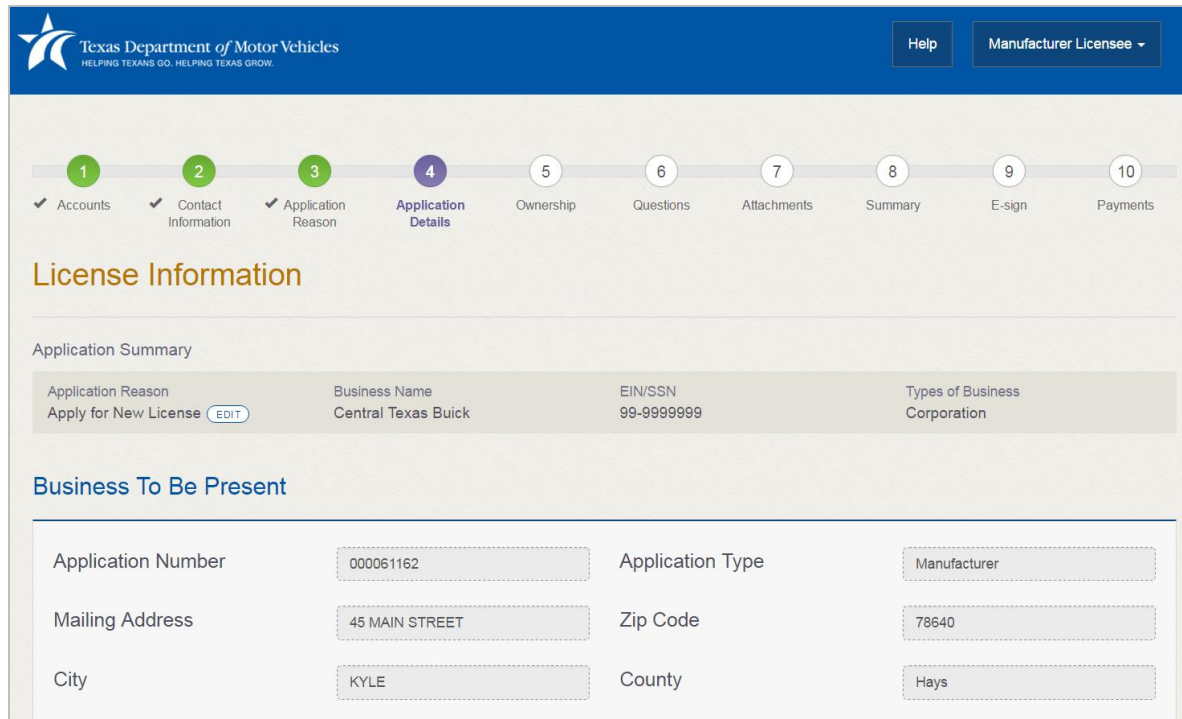
Note: You can update this contact information during the license term using the Change General License Information function.

11.3 Application Details

The Application Details information is spread across several web pages.

11.3.1 License Information

1. On the top portion of the *License Information* page, review the information (which should be for the converter).



License Information

Application Summary

Application Reason Apply for New License EDIT	Business Name Central Texas Buick	EIN/SSN 99-9999999	Types of Business Corporation
--	--------------------------------------	-----------------------	----------------------------------

Business To Be Present

Application Number	000061162	Application Type	Manufacturer
Mailing Address	45 MAIN STREET	Zip Code	78640
City	KYLE	County	Hays

11.3.2 Representative Information

1. In the **Representative Information** section, **Representative** is a dropdown, if you select:
 - An **Individual** or **Employee of the converter**:

Representative Information

* Representative is a

* Representative Name e

SSN Driver License State

Driver License Number Driver License Exp Date

- For **Representative Name**, type in the full name of the person who will have this position.
- For **Job Title**, type in the title.
- For **SSN**, type in the social security number of the person.
- For **Driver License State**, select the appropriate option from the dropdown.
- For **Driver License Number**, type in the number on the person's driver license.
- For **Driver License Expiration Date**, type in the mm/dd/yyyy when the driver license expires.
- Skip to Physical Address

- **A Company:**

Representative Information

* Representative is a Company

* Representative Name Job Title

SSN Driver License State --None--

Driver License Number Driver License Exp Date

* Type of Business --None-- If this is a Business, is it nonprofit? --None--

* Business Name If this is Business, is it PUBLICLY TRADED? --None--

* SOS Filing Number

- Skip to down to the business area.
- For **Type of Business**, select the appropriate option from the dropdown.
- For **Nonprofit**, select the appropriate option from the dropdown
- For **Business Name**, type in the legal name of the business if appropriate.
- For **PUBLICLY TRADED**, select the appropriate option from the dropdown
- For **SOS Filing Number**, type in the number given by the Secretary of State.

11.3.3 Physical Address (“The Licensed Location”)

On the next section of the page:

Address Information

Physical Address

* Address Line 1 Address Line 2

* City * State Texas * Zip * County --None--

* Country USA

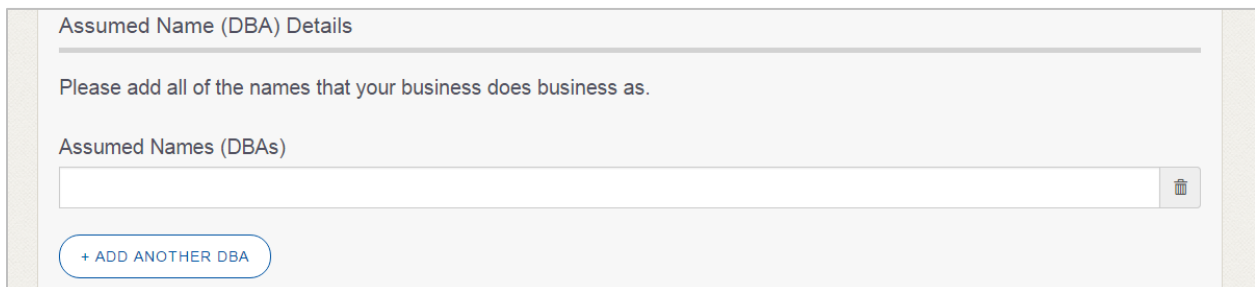
[VALIDATE ADDRESS](#)

1. For **Address Line 1**, type in the street number and name where the Representative will office.
2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
3. For **City**, type in the name of the city.
4. For **State**, select the name of the state from the dropdown list.
5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
6. For **County**, select the name of the county from the dropdown list.
7. For **Country**, leave USA or select the appropriate option from the dropdown list.
8. Click the **VALIDATE ADDRESS** button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

11.3.4 Assumed Names (DBAs) (If Representative is not an individual only)

On the next section of the page, type in an assumed name under which the Representative will do business, if any. After entering the first Assumed Name, you can click the **ADD ANOTHER DBA** button to type in the next one.



The term **assumed name** is a name under which the business also operates in addition to the legal business name. This is also referred to as a DBA, which stands for “doing business as”. Businesses are not required to have DBAs but many have them.

11.3.5 Mailing Address

The system automatically uses the mailing address of the converter being represented.

1. Click the **SAVE AND NEXT** button for the page.

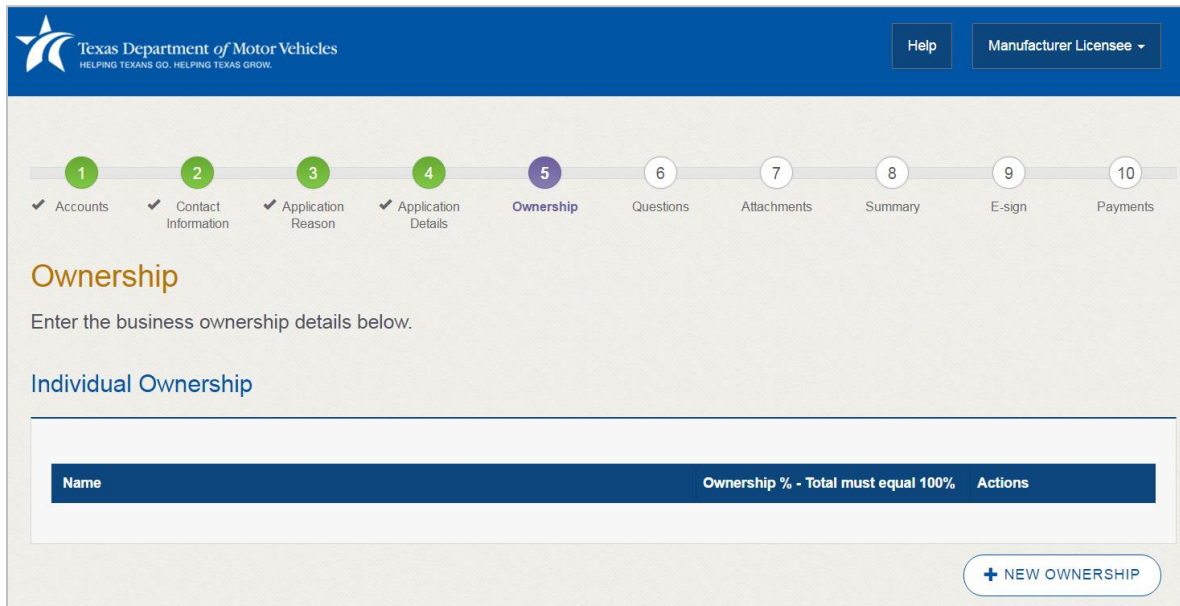
11.4 Ownership Information

The Ownership information is spread across several web pages.

If the entity is a corporation, the licensed representative can be a corporation. Except for the president/chief executive officer, each corporation employee that performs representative functions as part of their employment is required to obtain an additional individual representative's license. General office personnel (including clerical and production staff) whose duties do not include contacting franchised dealers or dealership employees, do not need an individual representative license.

11.4.1 Individual Ownership

1. If the representative is an individual, employee of the converter, or a corporation owned by individuals, click the **NEW OWNERSHIP** button under the **Individual Ownership** section on the *Ownership* page.

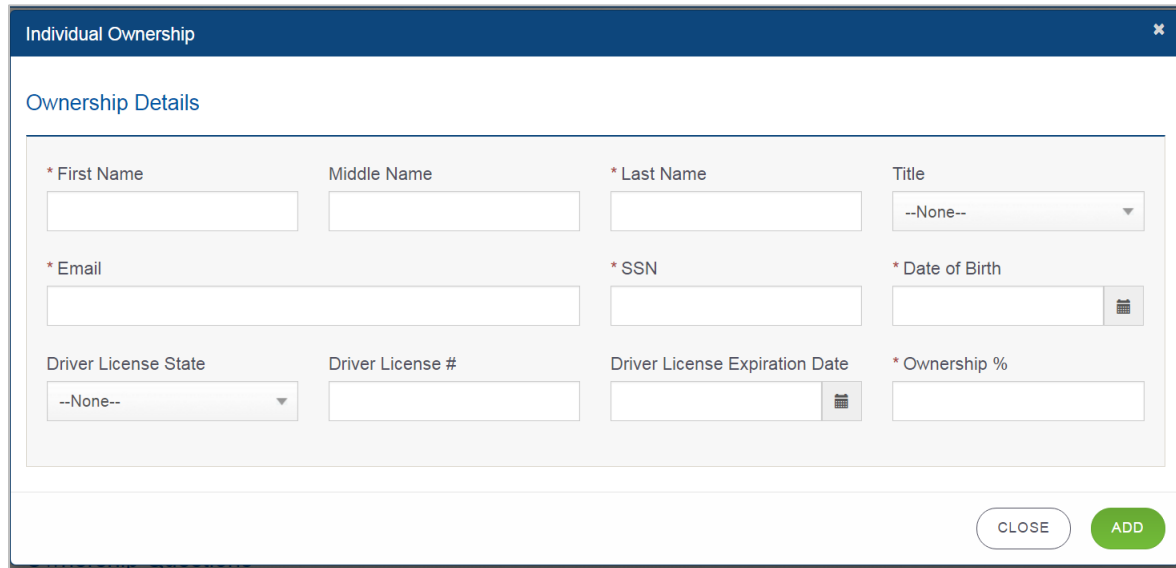


The screenshot shows the Texas Department of Motor Vehicles website interface. At the top, there is a blue header with the state logo and the text "Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW." On the right side of the header are buttons for "Help" and "Manufacturer Licensee". Below the header is a progress bar with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details, 5. Ownership (highlighted), 6. Questions, 7. Attachments, 8. Summary, 9. E-sign, and 10. Payments. Each step has a checkmark icon. Below the progress bar, the "Ownership" section is titled in orange. Underneath, it says "Enter the business ownership details below." and "Individual Ownership" is highlighted in blue. A table is shown with the following structure:

Name	Ownership % - Total must equal 100%	Actions

At the bottom right of the form area, there is a button labeled "+ NEW OWNERSHIP".

2. On the *Individual Ownership* popup:



The form is titled "Individual Ownership" and contains the following fields:

- * First Name (text input)
- Middle Name (text input)
- * Last Name (text input)
- Title (drop-down menu with "--None--" selected)
- * Email (text input)
- * SSN (text input)
- * Date of Birth (calendar icon)
- Driver License State (drop-down menu with "--None--" selected)
- Driver License # (text input)
- Driver License Expiration Date (calendar icon)
- * Ownership % (text input)

At the bottom right, there are two buttons: "CLOSE" and "ADD".

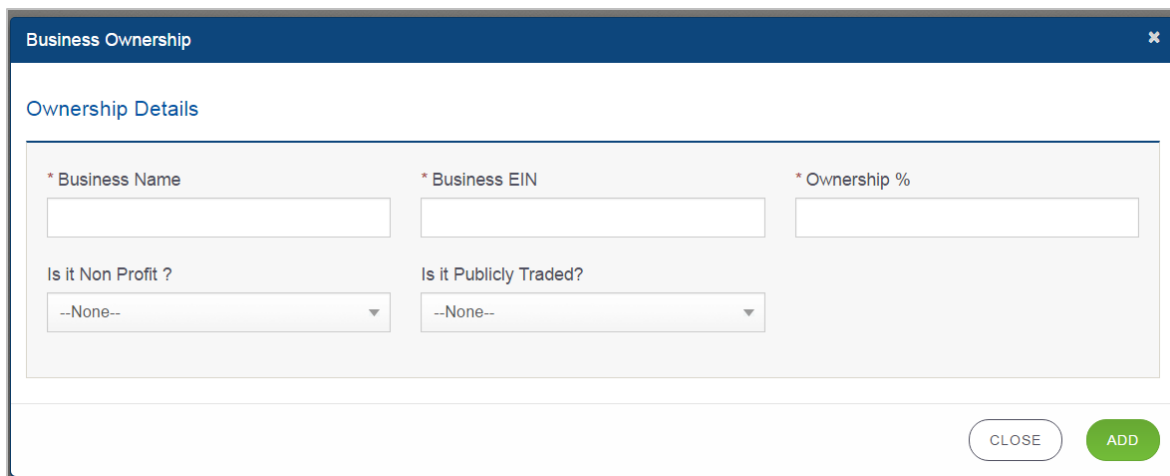
- For **First Name** and **Last Name**, type in the legal name of the Representative or the first owner if Representative is a corporate entity.
- For **Title**, select the job title from the drop-down if applicable, however this can be left blank.
- For **Email**, type in the email address where the Representative receives and responds to email messages.
- For **SSN**, type in the 9 digit Social Security Number issued to the individual listed.
- For **Date of Birth**, select the date from the calendar or type in the mm/dd/yyyy (two-letter month designator/two numbers representing the day/four numbers of the year).
- For **Driver License State**, select the appropriate state from the drop-down.
- For **Driver License Number**, type in the string of letters and numbers of the driver license.
- For **Driver License Expiration Date**, select the appropriate date from the calendar or type in the dd/mm/yyyy.
- For **Ownership %**, type in **100% or applicable percentage**.
- Click the **ADD** button and continue on to the **Ownership Questions** section on the page.
- Continue steps a-j for each owner if Representative is a corporation owned by individuals.

11.4.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the entity that is acting as a Representative, you must enter the legal business details, including management information, and disclose whether the business is a non-profit or publicly traded entity.

Only direct ownership of the business entity is required. If direct ownership is held by another business entity, you do not need to list that other business entity's ownership.

1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Business Ownership** section.
2. On the *Business Ownership* popup:



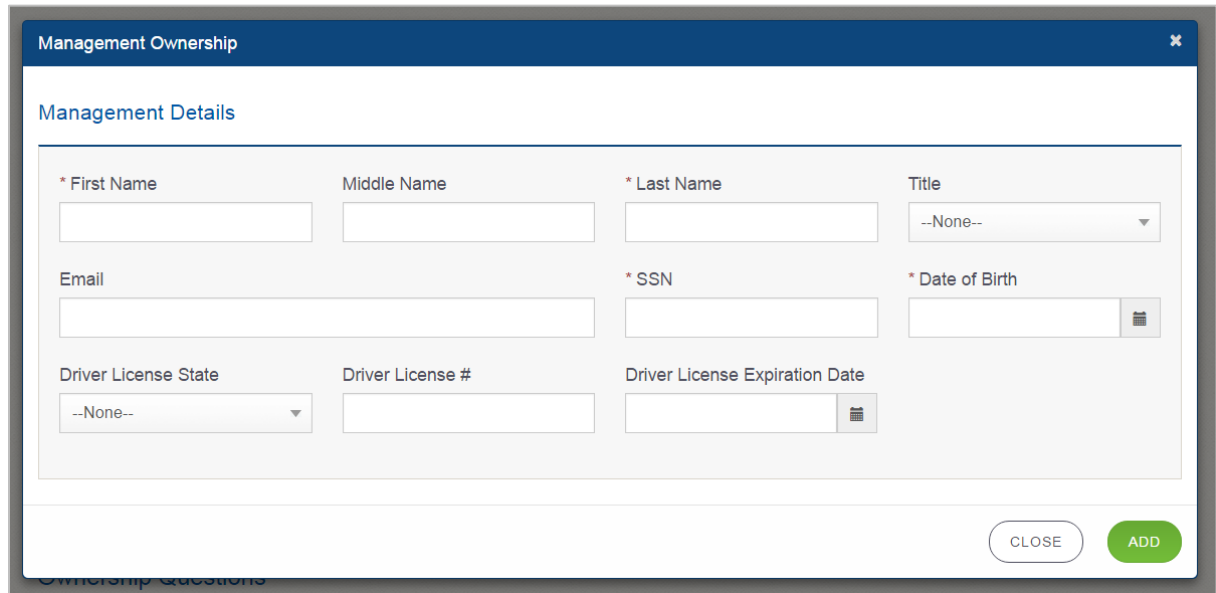
- a. For **Business Name**, type in the legal name of the business entity.
 - b. For **Business EIN**, type in the employee identification number issued by the government for the business.
 - c. For **Ownership %**, type in the percentage that this company owns.
 - d. For **Is it Non Profit**, select the appropriate option.
 - e. For **Is it Publicly Traded**, select the appropriate option.
 - f. Click the **ADD** button.
3. To add another business entity, repeat step 1 and 2 above.
 4. When finished, continue to the **Ownership Questions** section on the page.

11.4.3 Management

You are required to fill out information in the Business Management section if the entity acting as a Representative is a corporate entity that is owned by another corporate

entity or if the entity is publicly traded on the stock market (officer and director information).

1. On the Ownership page, click the **NEW MANAGEMENT** button under the **Management Ownership** section.
2. On the *Management Details* popup:



The screenshot shows a 'Management Ownership' popup window. Inside, there is a 'Management Details' section with a form. The form has the following fields:

- * First Name (text input)
- Middle Name (text input)
- * Last Name (text input)
- Title (dropdown menu with '--None--' selected)
- Email (text input)
- * SSN (text input)
- * Date of Birth (text input with a calendar icon)
- Driver License State (dropdown menu with '--None--' selected)
- Driver License # (text input)
- Driver License Expiration Date (text input with a calendar icon)

At the bottom right of the form, there are two buttons: 'CLOSE' and 'ADD'.

- a. For **First Name** and **Last Name**, type in the legal name of the manager or corporate officer.
 - b. For **Title**, select the job title of this management person.
 - c. For **Email**, type in the email address where the management person receives and responds to email messages.
 - d. For **SSN**, type in the string of 9 numbers of the Social Security Number issued to the management person.
 - e. For **Driver License State**, select the state where the license was issued.
 - f. For **Driver License Number**, type in the number string valid for the license.
 - g. For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.
 - h. Click the **ADD** button.
 - i. Repeat the steps above for each manager or director.
3. When you are finished, continue with the **Ownership Questions** section.

11.4.4 Ownership Questions

On the lower half of the *Ownership* page, answer a series of questions about past or present criminal history of anyone listed as an owner, officer, director, partner, trustee, or other person acting in a representative capacity for you or license holder.

A warning displays to alert you that submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension, and that a person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

Ownership Questions

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?

--None-- ▼

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

--None-- ▼

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out of state, or federal jurisdiction?

--None-- ▼

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is currently the subject of a pending court martial under the Uniform Code of Military Justice?

--None-- ▼

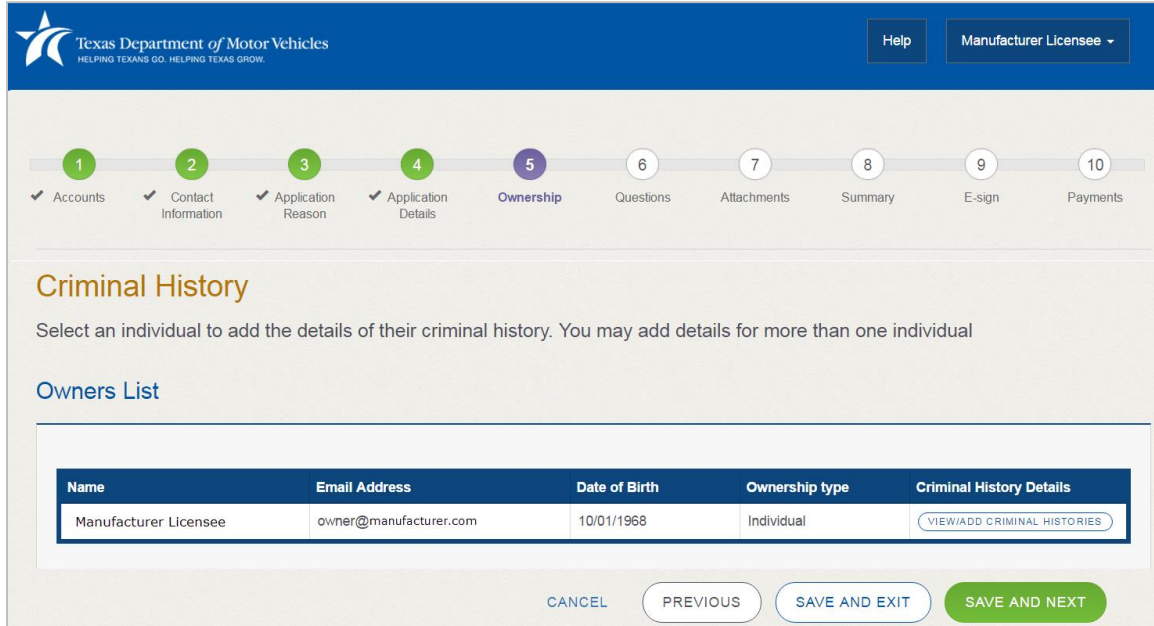
CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

If you answer:

- **No**, continue to the *Questions* page.
- **Yes** to any of the questions, the *Criminal History* page displays.

11.4.5 Criminal History

1. If the *Criminal History* page displays, for the first name shown, click the **ADD** button.



Texas Department of Motor Vehicles
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Help Manufacturer Licensee ▾

1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details **Ownership** Questions Attachments Summary E-sign Payments

Criminal History

Select an individual to add the details of their criminal history. You may add details for more than one individual

Owners List

Name	Email Address	Date of Birth	Ownership type	Criminal History Details
Manufacturer Licensee	owner@manufacturer.com	10/01/1968	Individual	VIEW/ADD CRIMINAL HISTORIES

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. On the *Criminal History Details* popup:

Criminal History

Criminal History Details. Separate details must be provided for each offense.

Name Encrypted SSN

Email Date of Birth

Offense and Charge

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?

* County * State * Court

* Sentence or Action imposed by court(example- six months in Travis County Jail):

* Describe the events and circumstances that lead to the charge.

CANCEL APPLY

- In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
- For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar)
- For **Is person currently on parole or probation**, select Yes or No.
- For **County**, type in the name of the county in which the offense occurred.
- For **State**, type in the name of the state in which the offense occurred.
- For **Court**, type in the type of court in which the offense was adjudicated.

- h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
 - i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
 - j. Click the **UPDATE** button.
3. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.

Note: On the *Attachments* page displayed later, you will be required to upload documents related to the offense and charge.

11.5 Additional Questions


You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.

If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

11.5.1 Military Service Questions

On the *Questions* page, you must answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.


Texas Department of Motor Vehicles
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Help
Converter Licensee

1 Accounts
2 Contact Information
3 Application Reason
4 Application Details
5 Ownership
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments

Questions

Enter the following questions in order to complete your application.

* Is the applicant a Military Service member, Military Veteran, or Military Spouse?

Yes

* Does the applicant currently hold this type of license in another jurisdiction?

Yes

* Did the applicant at some time in the last five years hold this type of license in Texas?

Yes

Additional Details

By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

By Texas law you are eligible for expedited processing of this application. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status, and either your Texas License Number or a copy of your current license from another jurisdiction.

License Number

If you select the:

- **No** response, continue to the next question.
- **Yes** response, several more questions display and if you answer **Yes** to either condition, type in the **License Number** of the current license.

Note: On the *Attachments* page displayed later, you will be required to upload supporting documentation (such as active duty orders or DD-214) to confirm the status as well as either your Texas license number or a copy of the current license from the other jurisdiction.

11.5.2 Previously Held Texas Licenses Question

On the *Questions* page, you will be required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been issued a license to act in any

capacity in Texas by the TxDMV (which includes the TxDMV Board, department agency, or a predecessor).

* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes ▼

Additional Details

If Yes, how many License?

1

Business Name

Autos of Texas

License #

P987654

Reason For Denial/Suspended Or Revoked

Lied on application

Last Effective Date

01/01/1982

License Status

Revoked ▼

ADD

If you select the:

- **No** response, continue to the next question.
- **Yes** response, type in the number of licenses received and then for the first license:
 1. For the **Business Name**, type in the name of the business that is licensed.
 2. For the **License Type**, type in the appropriate type.
 3. For the **License #**, type in the number issued for the license.
 4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
 5. Click the **ADD** button to provide information on additional licenses.
 6. Repeat the steps above for each license.

11.5.3 Previous Denial, Suspension, or Revocation Question

You will be required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority.

* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes ▼

[Additional Details](#)

If Yes, how many License?

1

Business Name

Autos of Texas

License #

P987654

Reason For Denial/Suspended Or Revoked

Lied on application

Last Effective Date

01/01/1982

License Status

Revoked ▼

ADD

If you select the:

- **No** response, continue to the next question.
- **Yes** response, type in the number of licenses received and then for the first license:
 1. For **Business Name**, type in the name of the business licensed.
 2. For **License #**, type in the number issued for the license.
 3. For **Reason For Denial/Suspended/Revoked**, type in an appropriate response.
 4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired.
 5. For **License Status**, select the appropriate option from the dropdown list.
 6. Click the **ADD** button to provide information on additional licenses.
 7. Repeat the steps above for each license.

11.5.4 Same Proposed Location Question

You will be required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) or any relative have ever applied for a license at the same proposed location that is the subject of this application.

* Has the applicant or any partner, any LLC member or manager, or any director, officer, owner (except for stockholders of publicly-traded companies) or any relative of the applicant ever applied for a license at the same proposed location that is the subject of this application?

Yes ▼

[Additional Details](#)

Please explain below.

At attempt was made to open dealership in 2000. But fell through.

If you select the:

- **No** response, continue to the next question.
- **Yes** response, explain this occurrence in the **Additional Details** area that displays below the question.

11.5.5 Licensed as a Representative in Any Other State

You are required to answer a question about being licensed as a representative in any state.

* Are you currently or have you been licensed as a representative in this or any other state? If so, list the states and dates of licensure below.

Yes ▼

[Additional Details](#)

States

Alabama ▼

License Exp Date

If you select the:

- **No** response, continue to the next question.
- **Yes** response, explain this occurrence in the **Additional Details** area that displays below the question.

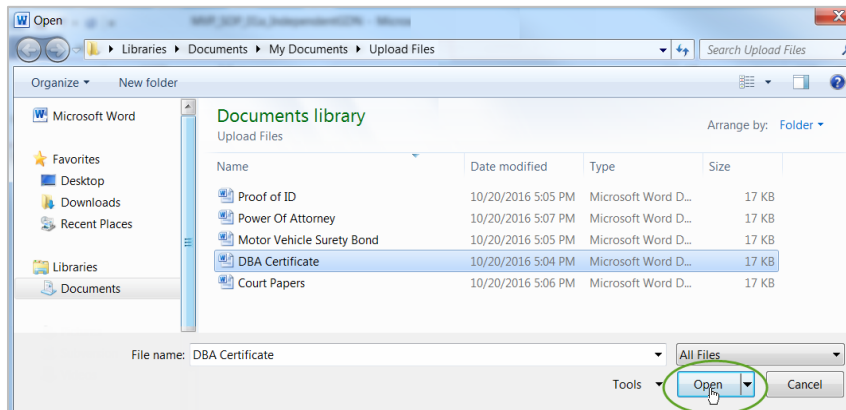
11.6 Required Attachments

The screenshot shows the Texas Department of Motor Vehicles application process. The progress bar indicates that the 'Attachments' step (7) is the current step, with previous steps (1-6) completed. The 'Required Attachments' section is highlighted. A note states: 'Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.'

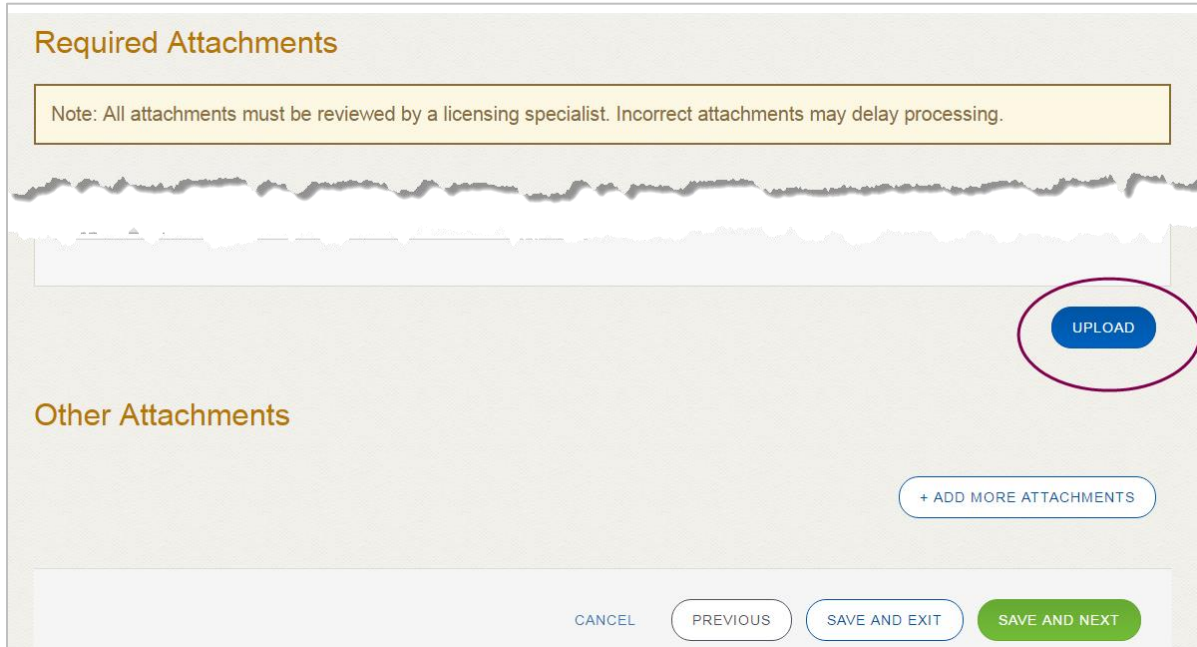
1. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).

The screenshot shows the 'Assumed Name Certificate Issued by the Texas Secretary of State' form. The form has a text input field for the certificate name, which currently contains 'Assumed Name Certificate Issued by the Texas Secretary of State'. Below the input field is a 'Choose File' button, which is circled in red. To the right of the input field is an 'UNDO' button.

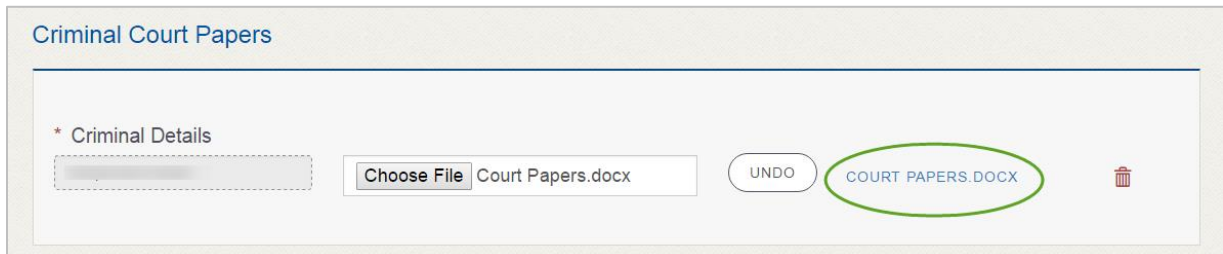
2. On the *Open* popup:
 - a. Navigate to the file (on the computer or a shared network resource).
 - b. Select the file and click the **Open** button.



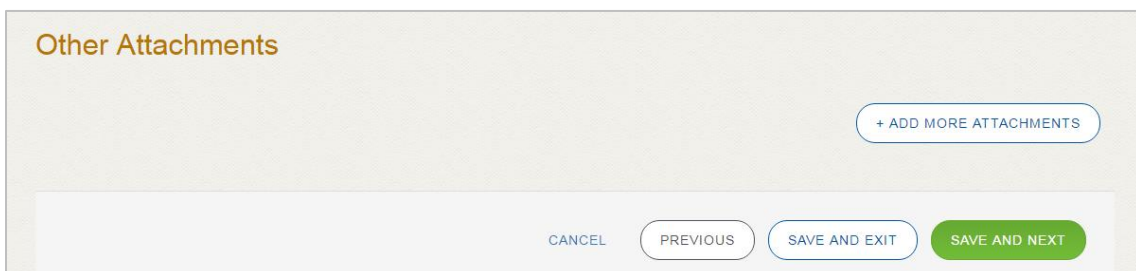
- c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



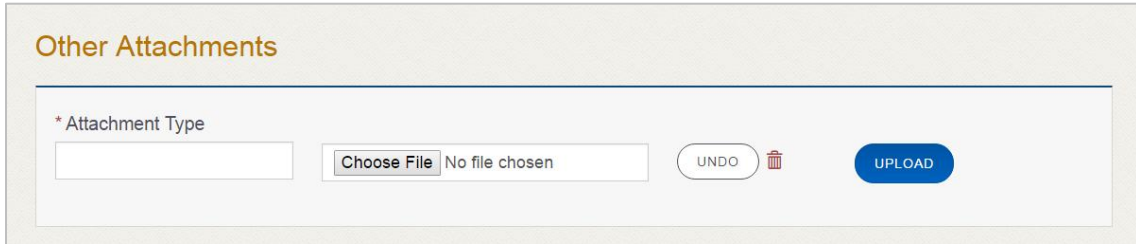
Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.



3. For files not required:
- a. Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).



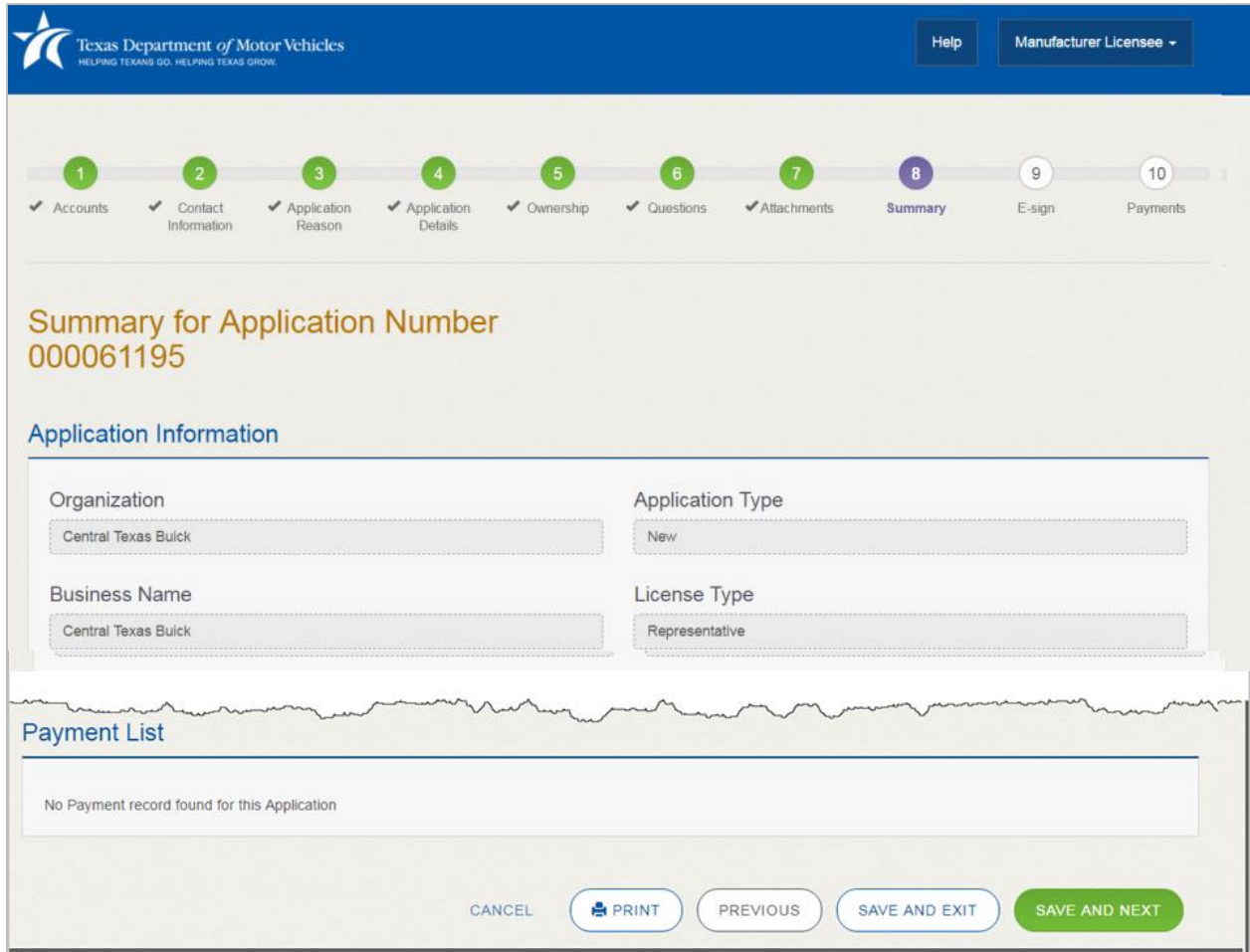
- b. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.



- c. Click the **UPLOAD** button.
- d. Click the **SAVE AND NEXT** button
4. If the *Problems with Your Application* page displays:
- **REVISIT** button to return to the issue and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - **NEXT** button to skip making fixes at this time and display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

11.7 Summary

1. Scroll down and review the entries and selections you have made.



Texas Department of Motor Vehicles
HELPING TEXANS DO... HELPING TEXAS GROW

Help Manufacturer Licensee ▾

1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details ✓ Ownership ✓ Questions ✓ Attachments **Summary** E-sign Payments

Summary for Application Number 000061195

Application Information

Organization Central Texas Buick	Application Type New
Business Name Central Texas Buick	License Type Representative

Payment List

No Payment record found for this Application

CANCEL PRINT PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. Click the:

- **PRINT** button to send the summary to print on your local printer.
- **PREVIOUS** button to return to the page where adjustments need to be made
- **SAVE AND EXIT** button to store all of the information before beginning the submission process.
- **SAVE AND NEXT** button to continue to the next page.

11.8 Signature

If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

If you have a valid Texas driver's license, you can electronically sign the application, which includes a Certificate of Responsibility that you must agree to.

If you do not have a Texas driver's license or your license cannot be verified by the system, you must download a file containing the Certificate of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

11.8.1.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:

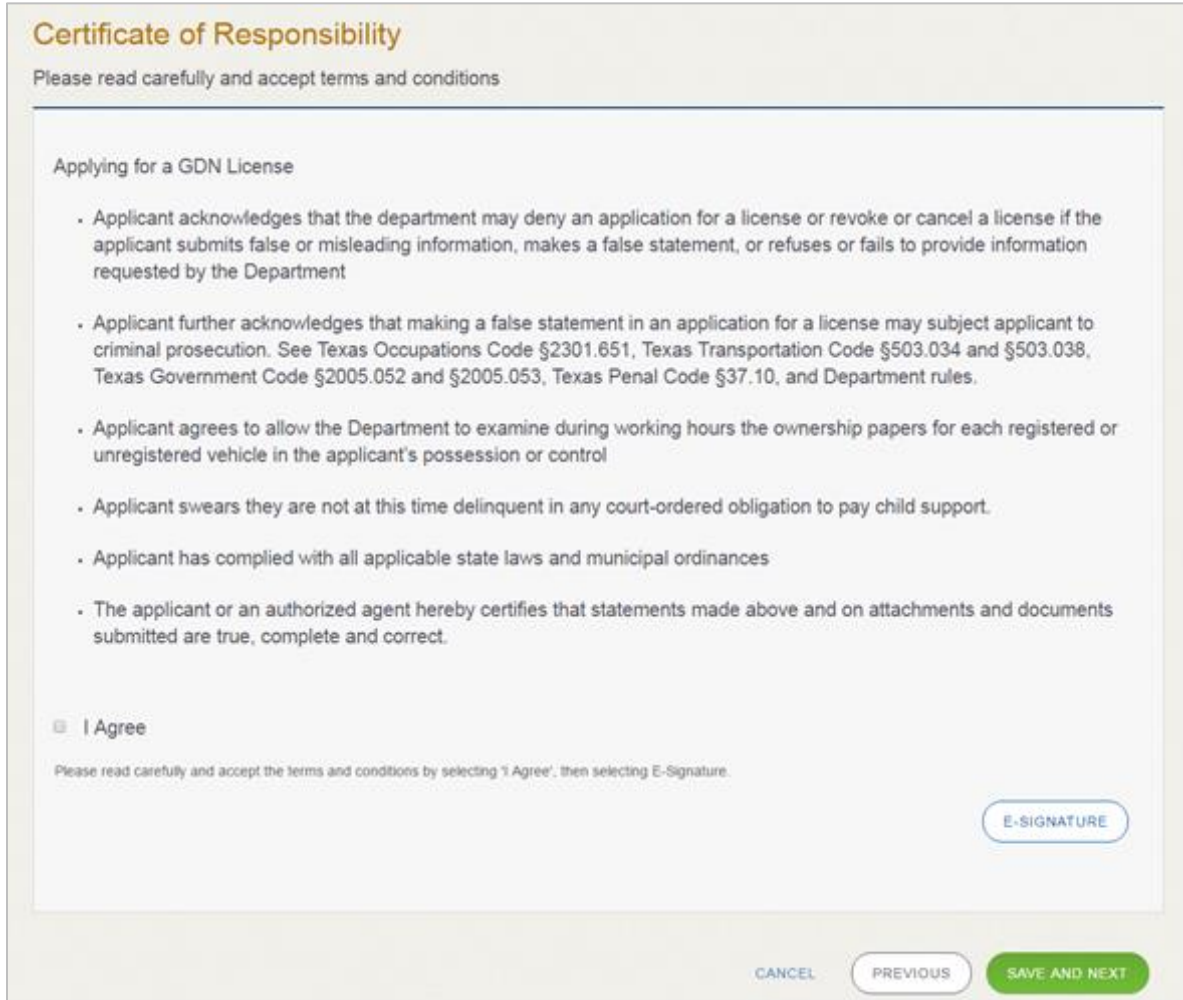
If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND NEXT](#)

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
 - b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- Note:** If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1 of section 11.8.1.2.
- c. For **SSN**, type in the numbers and dashes of your social security number.
 - d. From the **Driver License Issuing State** dropdown, select the appropriate option.
 - e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license
 - f. For **Driver License Number**, type in the string of number and letters.
 - g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
 - h. Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



Certificate of Responsibility

Please read carefully and accept terms and conditions

Applying for a GDN License

- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the Department
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

☐ I Agree

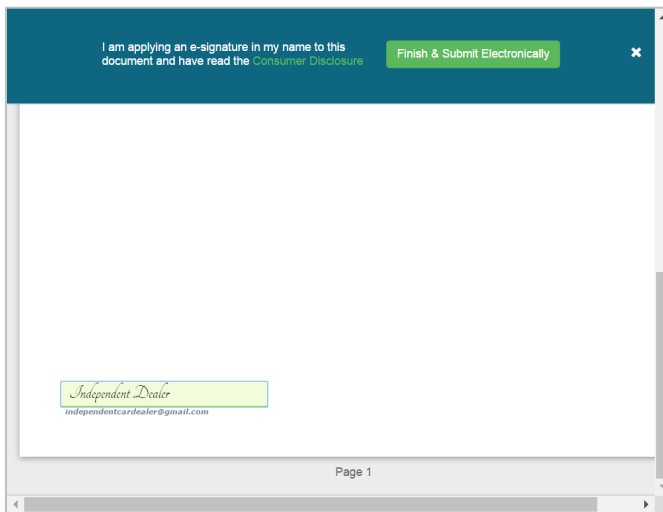
Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

E-SIGNATURE

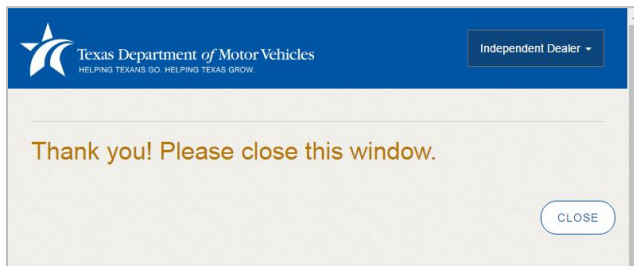
CANCEL PREVIOUS SAVE AND NEXT

- Carefully read the terms and conditions for the license.
- Click the **I Agree** option button.
- Click the **E-SIGNATURE** button.

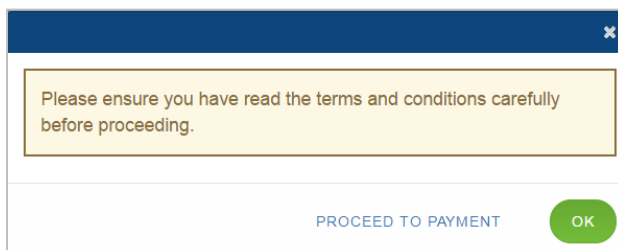
3. On the popup:
 - a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, click the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 75.

11.8.1.2 Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

[CANCEL](#) [PREVIOUS](#) [SAVE AND NEXT](#)

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- c. For Driver License Issuing State select Other.
- d. The screen automatically updates to include the Certificate of Responsibility section.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

1

2

3

4

5

6

7

8

9

10

✓ Accounts

✓ Select License

✓ Contact Information

✓ License Information

✓ Ownership

✓ Questions

✓ Attachments

✓ Summary

E-sign

Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name

Steven

* Last Name

McGarrett

SSN

* Driver License Issuing State

Other

Date of Birth

Driver License Number

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Browse...

No file selected.

UNDO

UPLOAD


CANCEL


PREVIOUS

SAVE AND NEXT

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF to your local printer.

Carefully read the document and sign and date it.

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Certification of Responsibility

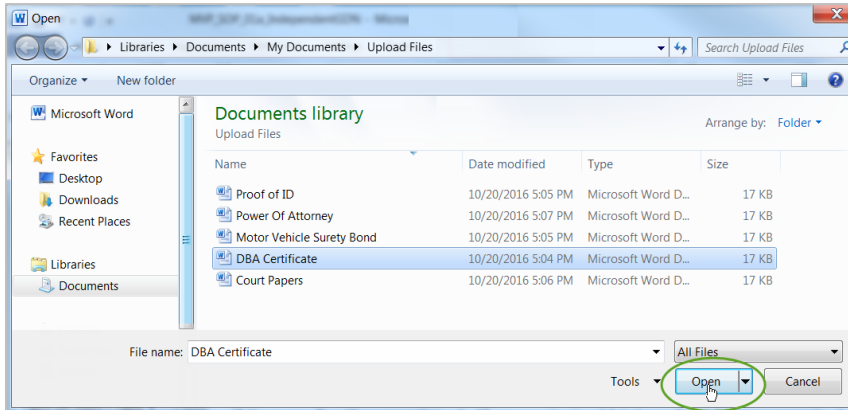
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control.
- Applicant agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

4. To upload and attach the signed document to this application:
 - a. Scan the document to a file and save it to your local computer (or a shared network resource).
 - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
 - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



- d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

No file chosen

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

5. Click the **SAVE AND NEXT** button.
6. On the pop-up, click the [PROCEED TO PAYMENT](#) link.

Please ensure you have read the terms and conditions carefully before proceeding.

[PROCEED TO PAYMENT](#)

11.9 Payments and Application Submission

You can either pay the fees associated with this application, pay all applications (if you have multiple), or work on another license application and then combine the payments into one transaction later.

To return to the *Welcome* page and work on another application, click the **ADD APPLICATION** button. Otherwise:

1. On the *Payment Summary* page, click the option button of the application or click the **Select All** option button.

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ?

ADD APPLICATION +

Applications for Payment :

☐ Select All

☐ 000061195 New Representative Application

Physical Address : 123 MAIN STREET, Hays, KYLE, 78640, Texas, USA

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Representative New Application Fee	\$200.00	per application	1		\$200.00
				Total	\$200.00

Subtotal :

\$0.00

2. On the bottom of the page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☒ Credit Card ☐ ACH/eCheck

Grand Total : \$204.76*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

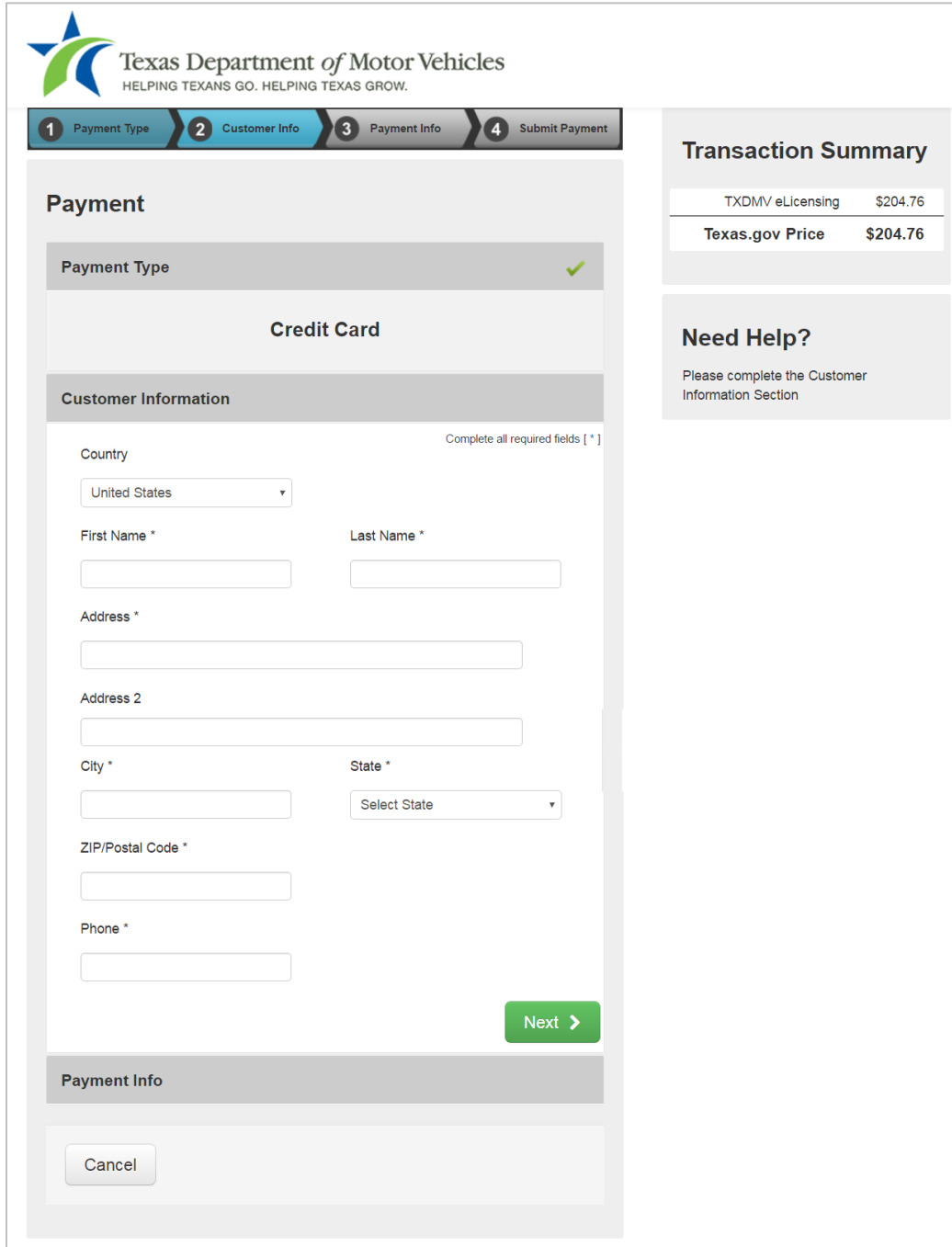
You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

EXIT PROCEED TO PAY

3. Read the payment processing note and click the **PROCEED TO PAY** button.

Note: Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

4. In the **Customer Information** section on the *Payment* page:



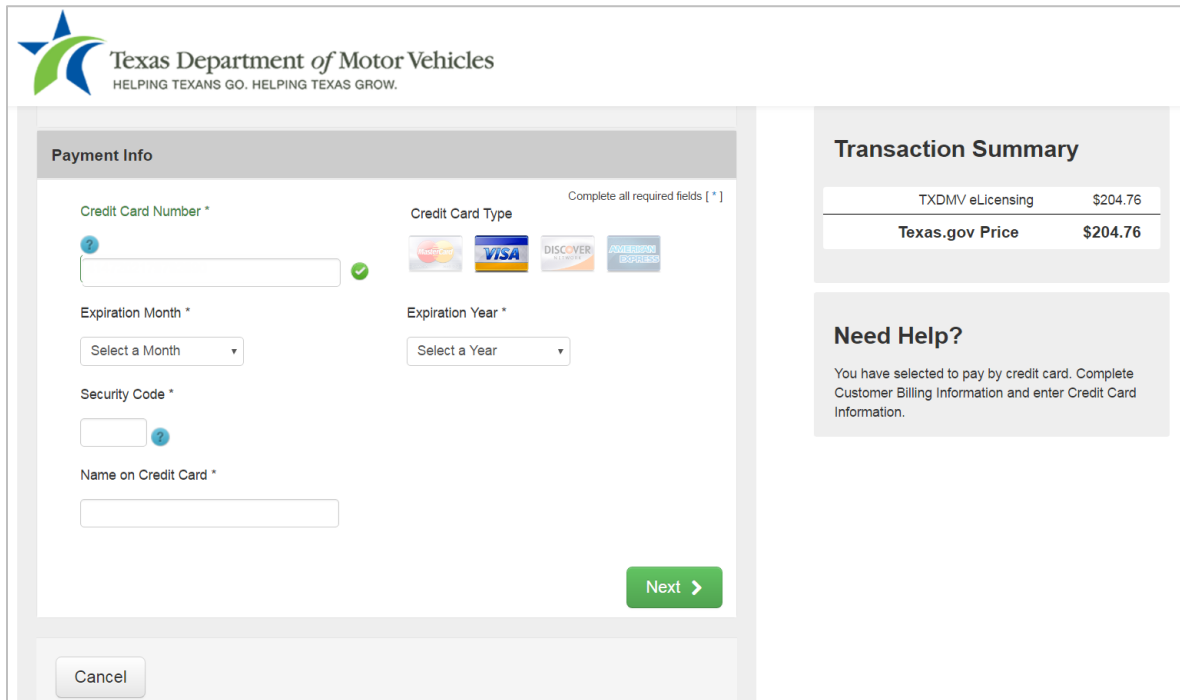
The screenshot shows the Texas Department of Motor Vehicles eLICENSING payment page. The page has a header with the department's logo and tagline. Below the header is a progress bar with four steps: 1. Payment Type, 2. Customer Info (highlighted), 3. Payment Info, and 4. Submit Payment. The main content area is titled "Payment" and includes a "Credit Card" section and a "Customer Information" section. The "Customer Information" section contains fields for Country (United States), First Name, Last Name, Address, Address 2, City, State (Select State), ZIP/Postal Code, and Phone. A "Next" button is located at the bottom right of the form. To the right of the form is a "Transaction Summary" table and a "Need Help?" section.

Transaction Summary	
TXDMV eLicensing	\$204.76
Texas.gov Price	\$204.76

Need Help?
Please complete the Customer Information Section

- For **First Name**, type in your first name as it appears on the credit card being used.
- For **Last Name**, type in your last name as it appears on the credit card being used.

- c. For **Address**, type in the street number and name of the street used to bill the credit being used.
 - d. For **Address 2**, type in additional information (like the suite or building number).
 - e. For **City**, type in the name of the city.
 - f. For **State**, select the name of the state from the dropdown list.
 - g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
 - h. For **Phone**, type in the telephone associated with the credit card holder.
 - i. Click the **Next** button.
5. On the **Payment Info** section of the page:



Payment Info

Credit Card Number * Complete all required fields [*]

Expiration Month * Select a Month

Expiration Year * Select a Year

Security Code * 3-digit number

Name on Credit Card *

Next >

Cancel


Transaction Summary

TXDMV eLicensing	\$204.76
Texas.gov Price	\$204.76

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

- a. For **Credit Card Number**, type in the numbers of the card.
 - b. For **Expiration Month**, select the appropriate month from the dropdown.
 - c. For **Expiration Year**, select the appropriate year from the dropdown.
 - d. For **Security Code**, type in the 3-digit number string from the back of the card.
 - e. For **Name on Card**, type in the full name printed on the card.
 - f. Click the **Next** button.
6. In the **Verification** section, enter the characters from the image displayed and then click the **Submit Payment** button.




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Payment Info

Credit Card
 Visa ****2690
 Exp. 03/2018

Name on Credit Card
 Pat Smith

Verification

 Enter the characters from the above image:

Transaction Summary

TXDMV eLicensing	\$204.76
Texas.gov Price	\$204.76

Need Help?


Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

- After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page.

Payment Status :
Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.

- Click the **NEXT** button.
- On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page.



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Applications Submitted

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000061080	ConversionPlus	Converter	Received

12 Renewing a Converter's Representative License

The representative license is renewed as part of the converter license renewal process.